

Class 20: Complimenting Others



LEVEL UP! TO SPEAKER

Warm Up

Let's use vocabulary

Review

What are the five typical directions for a conversation?

New Material

It is important to compliment your coworkers as they accomplish tasks. In American and Western business culture speaking positively of your coworkers is the norm. Though they are "just doing their job" complimenting their work or themselves can make the mundane, routine, and boring more enjoyable. Praising your business partners is also common practice.

Remember to be specific. Which means more to you after a long weekend of overtime? "Great job." or "Thanks for working all those extra hours to get this project done. It really shows a lot of dedication. I'm glad you are on my team!"

A great way to learn to compliment others is to always be asking yourself this question, "What skill or ability am I most proud of? How do I feel when I am complimented for this skill or ability? In who do I see this attribute? How can I encourage this in them?" If you like to be complimented, why not give others that same joy?

Group Discussion

Discuss a time when someone said something to you that really made you feel valued or appreciated.

New Material

Popular Phrases

Thank you for...

Thanks a lot for... (*informal*)

I appreciate your hard work on... (*spoken only*)

You continue to exceed my expectations with... (*strong*)

Why can't we have more workers like you?

New Vocabulary

Catch a lot of flack. Take a lot of heat. When someone, usually a single person on a team, hears all the disappointment, the frustrations, or other unpleasant conversation.

Our project manager really has taken a lot of heat lately from the boss and the client. We should try to encourage him.

Above and beyond the call of duty: When someone exceeds expectations.
The designer stayed late every day to finish the project under time and under budget, he really went above and beyond the call of duty.

Backbone of the team: When someone is seemingly, if only for a short time, carrying the project alone.

You are the backbone of this team! Thanks for keeping us all focused.

Clutch: when someone finishes an assignment that is really necessary.
Dude you are clutch! Now that I have these numbers I can finish my assignment.

On the ball: When someone is aware of what is happening and able to deal with problems quickly and intelligently.

I was just about to give him his next assignment when he informed me that he had already started and even had a few questions prepared for me. That guy is on the ball!

Ahead of the Game: To accomplish tasks before they are due or even before they are expected to be completed.

Brains of this operation: A compliment to someone when they foresee a problem, solve an existing problem, or come up with a great idea.

Great idea. I see why you are the brains of this operation.

Killing it. A compliment when someone is working hard or making lots of progress.

3 bugs fixed, 2 objectives, and 3 meetings finished. You are killing it today!

Words fail me: A very strong compliment for anniversaries, holidays, or celebrations of exceptional bosses or colleagues.

Pasha has been an incredible boss for the past 5 years. Words fail me to describe his leadership, example, and training.

Jack of all trades: A compliment when someone seems to be good at everything (or at least good at a task outside his/her specialty)

I had no idea that you could manage a meeting so well. You truly are a jack of all trades!

Blood, sweat, and tears: Used when someone has worked very hard on a project or deadline.

This project was finished on time because of your blood, sweat, and tears. Thanks for all your hard work!

To go the extra mile: Used when someone does more than what was asked.
You really went the extra mile with this analysis. Thanks!

Getting the hang of it: Use to encourage someone who is acquiring a new skill.
I'm finally getting the hang of the software. Soon I'll be able to work on the big projects!

Joking Compliment

I don't care what other people say (about you)...: a joke used as a compliment. It implies that everyone else says the opposite about you.
I don't care what other people say about you. In my book you are a great worker.

Off Topic

Repetition intervals (1 hour, 4 hours, 12 hours, the next day)

Small Group Discussion

Compliment some of your current or past team members. Use the phrases from above when possible.

Big Group

We will go around the room and compliment everyone in the room for something they have done or some characteristic that we like about them.

What is the proper way to accept a compliment? Simply say, "Why thank you! That was so thoughtful of you." Or "You are the first person to notice that. Thank you." Or simply "Thank you for that. It means a lot."

It is generally best to give a compliment back **only** if you have something sincere to say. Sometimes you don't. It is fine to just say "thank you." Just don't say, "oh...and, uh, you work well, too, usually... when the boss is around... I mean..." That doesn't sound very sincere.

Preview Next Lesson and Homework

Record yourself giving compliments to past or current (or imaginary) team members

Next week we'll talk about encouraging your teammates