

effective phrases for performance appraisals pdf

effective phrases for performance appraisals pdf are essential tools for managers and HR professionals aiming to provide clear, constructive, and actionable feedback during employee evaluations. Utilizing well-crafted phrases in performance appraisals helps communicate expectations effectively, recognize achievements, and identify areas for improvement. This article explores a variety of effective phrases tailored for different performance dimensions, explains how to use them appropriately, and discusses the benefits of having these phrases accessible in a PDF format for ease of use. Whether you are preparing for annual reviews, mid-year check-ins, or ongoing performance discussions, having a comprehensive collection of phrases can streamline the appraisal process and improve communication quality. This guide also covers best practices for writing and customizing appraisal comments to suit individual employee circumstances and organizational culture. The following sections will provide detailed insights and examples that can be readily incorporated into performance appraisal documents or performance management systems.

- Importance of Using Effective Phrases in Performance Appraisals
- Categories of Effective Phrases for Performance Appraisals PDF
- Examples of Effective Phrases for Various Performance Areas
- How to Customize Phrases for Different Roles and Situations
- Benefits of Using a PDF Format for Performance Appraisal Phrases
- Tips for Writing Constructive and Balanced Performance Feedback

Importance of Using Effective Phrases in Performance Appraisals

Using effective phrases during performance appraisals is critical to ensure clarity, consistency, and professionalism in employee evaluations. Carefully chosen language helps reduce misunderstandings and supports objective assessment by focusing on specific behaviors and results. Effective phrases also foster motivation by highlighting strengths and suggesting practical improvements without discouragement. Clear communication through precise wording supports the development of employee skills and aligns individual performance with organizational goals. Furthermore, standardized phrases promote fairness and equity across departments and teams, enhancing the credibility of the appraisal process.

Categories of Effective Phrases for Performance Appraisals PDF

Performance appraisals typically address multiple competency areas, each requiring tailored feedback. Effective phrases are often organized into categories that reflect key performance dimensions. These categories help managers quickly find appropriate statements to describe employee performance accurately. Common categories include communication skills, teamwork and collaboration, problem-solving abilities, productivity and time management, leadership qualities, and adherence to company policies. Within each category, phrases can be further divided into positive feedback, areas for improvement, and neutral or developmental comments.

Communication Skills

Communication is a fundamental competency evaluated in appraisals. Effective phrases in this category address clarity, listening skills, responsiveness, and the ability to convey information appropriately.

Teamwork and Collaboration

Team dynamics significantly impact organizational success. Phrases here focus on cooperation, supportiveness, conflict resolution, and contribution to group objectives.

Problem-Solving and Decision-Making

Evaluating how employees address challenges and make decisions is vital. This category includes phrases describing analytical thinking, creativity, and judgment under pressure.

Productivity and Time Management

Assessing efficiency and organizational skills requires phrases that reflect task completion, prioritization, and meeting deadlines.

Leadership and Initiative

For supervisory roles or those demonstrating leadership potential, phrases highlight motivation, delegation, mentoring, and proactive behavior.

Compliance and Dependability

Reliability and adherence to policies are essential traits. Phrases in this category cover attendance, punctuality, and following procedures.

Examples of Effective Phrases for Various Performance Areas

Providing concrete examples helps illustrate how effective phrases can be crafted and used. Below are representative phrases for key performance areas often included in appraisal documents.

- **Communication Skills:** "Consistently communicates ideas clearly and professionally, ensuring all team members are well-informed."
- **Teamwork and Collaboration:** "Actively contributes to team projects, fostering a positive and cooperative work environment."
- **Problem-Solving:** "Demonstrates strong analytical skills by identifying issues promptly and proposing effective solutions."
- **Productivity:** "Manages workload efficiently, consistently meeting deadlines without sacrificing quality."
- **Leadership:** "Takes initiative to lead projects and motivates team members to achieve shared goals."
- **Compliance:** "Adheres strictly to company policies and maintains excellent attendance and punctuality."

For areas requiring development, sample phrases include:

- "Needs to improve clarity in communication to avoid misunderstandings."
- "Should engage more actively with team members to enhance collaboration."
- "Would benefit from developing stronger problem-solving strategies under pressure."
- "Needs to prioritize tasks better to meet deadlines consistently."
- "Encouraged to take more initiative in leading assignments."
- "Should focus on improving punctuality and reliability."

How to Customize Phrases for Different Roles and

Situations

While effective phrases provide a useful foundation, customization is key to ensuring feedback resonates with individual employees and specific job roles. Tailoring phrases involves aligning language with the responsibilities, expectations, and performance standards relevant to each position. For example, a sales representative's appraisal might emphasize client engagement and target achievement, while a software developer's feedback may focus on coding quality and problem-solving. Additionally, situational factors such as recent projects, challenges faced, and employee development goals should influence phrase selection and modification.

Customizing phrases can include:

1. Incorporating role-specific terminology and examples.
2. Adjusting tone to match the cultural norms of the organization.
3. Balancing positive reinforcement with constructive criticism appropriately.
4. Ensuring feedback is actionable and linked to measurable outcomes.

Benefits of Using a PDF Format for Performance Appraisal Phrases

Having effective phrases compiled in a PDF format offers several advantages for performance management professionals. PDFs provide a portable, easily accessible resource that can be used across devices and platforms without formatting issues. This ensures consistent presentation of appraisal language and facilitates quick reference during review meetings. PDFs can be regularly updated and redistributed, allowing organizations to maintain current and relevant phrase libraries. Additionally, PDFs support printing and offline use, making them practical for in-person appraisals or training sessions on performance evaluation techniques.

Tips for Writing Constructive and Balanced Performance Feedback

Writing performance appraisal comments demands a balance between honesty and encouragement. Effective phrases should be specific, objective, and focused on observable behaviors rather than personal attributes. Constructive feedback highlights areas for improvement while suggesting solutions or support mechanisms. It is important to recognize achievements to motivate employees and reinforce desired behaviors. Using a mix of positive, neutral, and developmental phrases helps maintain a fair and comprehensive evaluation. Consistency in language and tone across appraisals also fosters

trust and transparency in performance management processes.

- Use clear, concise language avoiding jargon or ambiguous terms.
- Base comments on documented performance data and examples.
- Focus on behaviors and outcomes, not personality traits.
- Encourage dialogue by framing feedback as opportunities for growth.
- Ensure alignment with organizational values and objectives.

Frequently Asked Questions

What are effective phrases for performance appraisals?

Effective phrases for performance appraisals are clear, specific, and constructive statements that accurately describe an employee's performance, strengths, and areas for improvement.

Where can I find a PDF of effective phrases for performance appraisals?

You can find PDFs of effective phrases for performance appraisals on HR websites, professional development platforms, and by searching for downloadable appraisal phrase templates online.

How can using effective phrases improve performance appraisals?

Using effective phrases ensures clarity, reduces bias, provides constructive feedback, and helps employees understand their performance, leading to better engagement and development.

Can effective performance appraisal phrases be customized?

Yes, effective performance appraisal phrases can and should be customized to suit the specific role, employee performance, and organizational goals to make feedback more relevant and impactful.

What are examples of positive phrases for performance appraisals in a PDF?

Examples include: 'Consistently meets deadlines with high-quality work,' 'Demonstrates excellent teamwork and collaboration skills,' and 'Shows strong problem-solving abilities and initiative.'

Are there effective phrases for addressing areas of improvement in performance appraisals?

Yes, phrases like 'Needs to enhance time management skills to meet project deadlines,' or 'Should focus on improving communication for better team coordination' are constructive ways to address improvement areas.

How do I use a performance appraisal phrases PDF effectively?

Use the PDF as a reference to select relevant phrases that match the employee's performance, personalize the feedback to be specific and actionable, and ensure the appraisal is balanced with both strengths and development points.

Additional Resources

1. *"The Performance Appraisal Tool Kit: Redesigning Your Performance Review Template to Drive Individual and Organizational Change"* by Paul Falcone

This book offers practical guidance on creating effective performance appraisal templates and phrases that promote constructive feedback. It includes ready-to-use examples and customizable tools to help managers conduct meaningful reviews. The author emphasizes aligning appraisals with organizational goals to boost employee development and engagement.

2. *"Effective Phrases for Performance Appraisals: A Guide to Successful Evaluations"* by James E. Neal Jr.

A comprehensive collection of phrases and terminology designed to simplify the writing of performance reviews. This book covers a wide range of competencies and behaviors, aiding managers in delivering clear, balanced, and motivating feedback. It also provides tips on handling difficult appraisal conversations.

3. *"Performance Review Phrase Book: The Best Words, Phrases, and Techniques for Performance Reviews"* by Corey Sandler and Janice Keefe

This phrase book is an essential resource for HR professionals and managers seeking to improve their performance appraisal language. It categorizes phrases by skill type and performance level, helping users to articulate strengths and areas for improvement effectively. The book also includes advice on setting actionable goals.

4. *"Writing Performance Reviews: The Complete Guide"* by Dick Grote

Dick Grote's guide delves into the art of writing clear, fair, and effective performance appraisals. It offers numerous sample phrases and sentence structures to help managers

communicate feedback with confidence. The book also addresses common appraisal pitfalls and how to avoid them.

5. *“The Manager’s Phrase Book: 3,000+ Powerful Phrases for Getting Things Done”* by Patrick Alain

While not solely focused on appraisals, this extensive phrase book includes a significant section dedicated to performance reviews. It provides managers with versatile language options to motivate employees, manage challenges, and recognize achievements. The book is designed to enhance communication skills across various managerial tasks.

6. *“Performance Appraisal Phrase Book: The Ultimate Collection of Phrases for Employee Evaluations”* by David M. Cohen

This resource compiles hundreds of phrases tailored for evaluating different aspects of employee performance. It helps managers express feedback clearly and professionally, whether addressing strengths or areas needing improvement. The book is ideal for those seeking to streamline the appraisal writing process.

7. *“KPI Checklists: Practical Guide to Implementing Key Performance Indicators”* by Bernie Smith

Though focused on KPIs, this book is valuable for crafting performance appraisals that are objective and results-oriented. It provides frameworks for measuring and discussing employee performance effectively. The book guides managers in linking appraisal phrases to measurable outcomes.

8. *“The Art of Giving Feedback: How to Use Effective Phrases to Improve Performance”* by Susan M. Heathfield

This book emphasizes the importance of constructive feedback and offers a variety of effective phrases to enhance performance discussions. It covers both positive reinforcement and corrective feedback techniques. Readers learn how to foster a feedback culture that supports growth and accountability.

9. *“Crucial Conversations: Tools for Talking When Stakes Are High”* by Kerry Patterson, Joseph Grenny, Ron McMillan, and Al Switzler

While not exclusively about performance appraisals, this bestselling book provides essential communication strategies for handling difficult conversations, including performance reviews. It teaches managers how to stay calm, be clear, and achieve productive dialogue even under pressure. The skills in this book complement the use of effective appraisal phrases for better outcomes.

[Effective Phrases For Performance Appraisals Pdf](#)

Effective Phrases for Performance Appraisals PDF

Tired of vague performance reviews that leave employees confused and demotivated? Do you struggle to articulate constructive feedback accurately and fairly? Is your appraisal process more

time-consuming and stressful than it needs to be?

This ebook provides you with the precise language needed to conduct effective and impactful performance appraisals. No more struggling to find the right words – we've done the work for you. This resource empowers you to deliver clear, actionable feedback that drives employee growth and improves overall team performance.

Inside you'll find:

Author: Alexandra Reed, HR Consultant & Performance Management Expert

Contents:

Introduction: Understanding the Importance of Effective Performance Appraisal Phrases
Chapter 1: Phrases for Strengths & Accomplishments (Highlighting Positive Contributions)
Chapter 2: Phrases for Areas of Improvement (Delivering Constructive Criticism Effectively)
Chapter 3: Phrases for Setting Goals & Expectations (Creating SMART Objectives)
Chapter 4: Phrases for Addressing Performance Issues (Handling Difficult Conversations)
Chapter 5: Phrases for Recognition & Rewards (Celebrating Successes and Motivating Employees)
Chapter 6: Phrases for Collaboration & Teamwork (Highlighting Inter-Team Dynamics)
Chapter 7: Phrases for Professional Development (Supporting Employee Growth)
Chapter 8: Writing Effective Performance Review Summaries
Conclusion: Maintaining Consistent & Effective Performance Appraisals

Effective Phrases for Performance Appraisals: A Comprehensive Guide

Introduction: Understanding the Importance of Effective Performance Appraisal Phrases

Performance appraisals are a critical component of any successful organization. They serve as a formal mechanism for evaluating employee performance, providing constructive feedback, identifying areas for improvement, and setting future goals. However, the effectiveness of these appraisals hinges heavily on the language used. Vague or poorly chosen phrases can lead to misunderstandings, demotivation, and ultimately, hinder employee growth and organizational success. This guide provides a curated collection of effective phrases to ensure your performance appraisals are clear, impactful, and beneficial for both the employee and the organization. Using precise language is crucial for fostering a positive and productive work environment. The right words can create clarity, build trust, and drive meaningful change.

Chapter 1: Phrases for Strengths & Accomplishments (Highlighting Positive Contributions)

Highlighting strengths and accomplishments is essential for boosting employee morale and reinforcing positive behaviors. Avoid generic praise; instead, focus on specific examples and quantifiable results.

Instead of: "You're a great team player."

Use: "Your collaborative spirit on the X project, specifically your contributions in resolving the Y issue, significantly accelerated the project timeline by two weeks."

Instead of: "You're a hard worker."

Use: "Your dedication to completing the Z report, despite tight deadlines, resulted in a highly accurate and insightful analysis used by senior management."

Instead of: "You did a good job."

Use: "Your proactive approach to identifying and addressing the customer service bottleneck resulted in a 15% increase in customer satisfaction scores."

Using specific examples allows employees to understand precisely what they did well and what behaviors the company values. This kind of positive reinforcement promotes continued success.

Chapter 2: Phrases for Areas of Improvement (Delivering Constructive Criticism Effectively)

Delivering constructive criticism requires tact and diplomacy. Focus on observable behaviors and their impact, rather than making personal judgments. Always frame suggestions for improvement in a supportive and encouraging manner.

Instead of: "You need to improve your time management."

Use: "While your work quality is excellent, prioritizing tasks and adhering to deadlines could enhance your overall efficiency and allow you to take on more challenging projects."

Instead of: "You're not a team player."

Use: "While your individual contributions are strong, actively participating in team meetings and sharing your expertise with colleagues would further enhance team collaboration and project outcomes."

Instead of: "You're disorganized."

Use: "Implementing a more organized system for managing your workload, such as utilizing project management software, could significantly improve your productivity and reduce potential errors."

Remember to always offer specific, actionable suggestions for improvement. Avoid generalizations and focus on behaviors that can be changed. Following up on these points in subsequent meetings will demonstrate a commitment to the employee's professional development.

Chapter 3: Phrases for Setting Goals & Expectations (Creating SMART Objectives)

Setting clear, measurable, achievable, relevant, and time-bound (SMART) goals is crucial for effective performance management. Use phrases that clearly articulate expectations and provide a framework for success.

Instead of: "Try to improve your performance."

Use: "Our goal for the next quarter is to increase sales by 10% by implementing the new marketing strategy. Let's discuss specific steps to achieve this."

Instead of: "Do better next time."

Use: "By the end of the year, we expect to see a reduction of 5% in customer complaints through the implementation of the new customer service protocols. We will track progress on a monthly basis."

Instead of: "Work harder."

Use: "Your key performance indicator (KPI) for the next six months is to increase client retention by 8% by utilizing the newly developed client engagement program. We will review your progress at the end of each month."

SMART goals provide a clear path for employees to follow and allow for objective measurement of progress.

Chapter 4: Phrases for Addressing Performance Issues (Handling Difficult Conversations)

Addressing performance issues requires sensitivity, directness, and a focus on solutions. Document all conversations and provide employees with opportunities to improve.

Instead of: "Your performance is unacceptable."

Use: "We've noticed a consistent decline in meeting deadlines for the past two months. Let's discuss what obstacles you're facing and how we can work together to overcome them."

Instead of: "You're not meeting expectations."

Use: "The recent X project fell short of our quality standards. We need to address these specific shortcomings, discuss what went wrong and how we can prevent similar issues in the future."

Instead of: "You're fired."

Use: (Only after following a proper process of documentation and warnings) "Based on our performance review, and after multiple attempts to address the performance issues, we have made the difficult decision to terminate your employment."

Always maintain a professional and respectful tone, focusing on factual observations and collaborative problem-solving.

Chapter 5: Phrases for Recognition & Rewards (Celebrating Successes and Motivating Employees)

Recognizing and rewarding employees for their contributions is essential for boosting morale and fostering a positive work environment.

Instead of: "Good job!"

Use: "Your exceptional work on the recent X project resulted in a significant increase in efficiency and we're incredibly grateful for your dedication."

Instead of: "Keep up the good work."

Use: "Your commitment to client satisfaction is truly exemplary. Your efforts to go the extra mile have earned you a nomination for the Employee of the Month award."

Instead of: "You deserve a raise."

Use: "Your outstanding performance this past year has significantly contributed to the company's success. In recognition of your contributions, we are pleased to offer you a salary increase of X%."

Specific and sincere appreciation fosters a culture of recognition and motivates employees to continue striving for excellence.

Chapter 6: Phrases for Collaboration & Teamwork (Highlighting Inter-Team Dynamics)

Effective teamwork is crucial for organizational success. Acknowledge and appreciate the collaborative efforts of employees.

Instead of: "You work well with others."

Use: "Your proactive collaboration with the marketing team on the recent campaign resulted in a highly successful launch exceeding all expectations."

Instead of: "You're a good team player."

Use: "Your willingness to assist your colleagues on the Y project, even when it meant working extra hours, demonstrates your commitment to team success."

Highlight specific instances of teamwork to reinforce the importance of collaboration and show appreciation for individual contributions within a team context.

Chapter 7: Phrases for Professional Development (Supporting Employee Growth)

Supporting employee growth is essential for retention and improving overall performance.

Instead of: "You should improve your skills."

Use: "To further enhance your skills in project management, we encourage you to enroll in the offered project management certification course."

Instead of: "Get more training."

Use: "We've identified opportunities for you to develop your leadership skills. We'd like to support you by offering mentorship opportunities and sponsoring your participation in leadership training workshops."

Provide concrete suggestions for professional development opportunities and show your commitment to investing in your employees' future.

Chapter 8: Writing Effective Performance Review Summaries

The summary should concisely recap the key performance highlights, areas for improvement, and future goals. It should be a clear and comprehensive overview of the entire appraisal.

Conclusion: Maintaining Consistent & Effective Performance Appraisals

Consistent and effective performance appraisals are essential for a thriving organization. By using

clear, specific, and constructive language, you can ensure that your appraisals are fair, productive, and contribute to employee growth and overall company success. This guide provides a foundation for effective communication during performance reviews, helping to build a positive work environment and create a path toward continued progress and achievements.

FAQs:

1. What is the best way to deliver constructive criticism during a performance appraisal? Focus on specific behaviors and their impact, avoid generalizations, and always offer actionable suggestions for improvement.
2. How can I make my performance appraisals more engaging and less intimidating? Use positive language, focus on growth and development, and make it a two-way conversation.
3. How can I ensure my performance appraisals are fair and unbiased? Use objective metrics whenever possible and document all observations and feedback consistently.
4. What should I do if an employee disagrees with their performance appraisal? Listen to their concerns, review the evidence, and work together to reach a mutually agreeable solution.
5. How often should performance appraisals be conducted? The frequency depends on your company's policies and the nature of the roles. Annual or semi-annual reviews are common.
6. What is the best way to track progress after a performance appraisal? Set clear goals and timelines, track progress regularly, and provide ongoing feedback.
7. How can I improve the overall effectiveness of my performance appraisal process? Regularly review and update your appraisal system, seek feedback from employees, and ensure that your process aligns with your company's overall goals.
8. What are some common pitfalls to avoid during performance appraisals? Avoid generalizations, personal attacks, and focusing solely on negative aspects. Also, avoid surprises - feedback should be ongoing throughout the year.
9. How can I use this guide to improve my employee relations? By implementing the strategies outlined, you foster open communication, trust, and mutual respect, ultimately strengthening employee relationships and contributing to a more positive work environment.

Related Articles:

1. Writing Effective Performance Goals: This article focuses on crafting SMART goals that are specific, measurable, achievable, relevant, and time-bound.
2. Delivering Difficult Feedback: This article explores strategies for providing constructive criticism effectively and maintaining a professional and respectful dialogue.

3. **Conducting Effective Performance Review Meetings:** This article provides tips on structuring and conducting productive performance review meetings.
4. **Performance Management Best Practices:** This article outlines best practices for managing employee performance throughout the year.
5. **The Importance of Employee Recognition:** This article highlights the importance of recognizing and rewarding employee contributions.
6. **Using Data to Drive Performance Appraisals:** This article explores how to leverage data and metrics to make performance appraisals more objective and accurate.
7. **Addressing Performance Issues Proactively:** This article outlines strategies for addressing performance issues before they escalate into larger problems.
8. **Creating a Positive Performance Review Culture:** This article focuses on establishing a work environment where performance reviews are viewed as opportunities for growth and development rather than punitive measures.
9. **Legal Considerations in Performance Appraisals:** This article covers important legal aspects to consider when conducting performance reviews to ensure compliance with employment laws.

effective phrases for performance appraisals pdf: Effective Phrases for Performance Appraisals James E. Neal, 2009-10 A handbook designed to help the appraiser in selecting phrases and words that accurately describe a broad range of critical rating factors.

effective phrases for performance appraisals pdf: 2600 Phrases for Effective Performance Reviews Paul Falcone, 2005-06-10 This trusted reference puts thousands of ready-to-use words, phrases, descriptions, and action items right at your fingertips — perfect for review time, creating development plans, and monitoring performance year-round. Whether you're an HR professional or a manager, chances are there's one task you really dislike: giving performance reviews. Even if you know the basic points you want to get across, finding the right words and committing them to paper is about as much fun as a trip to the dentist. This phrasebook puts the right words in your hands with phrases that managers, supervisors, and HR professionals can use to help them properly evaluate performance and make the whole process much smoother. In 2600 Phrases for Effective Performance Reviews, renowned career expert Paul Falcone covers the 25 most commonly-rated performance factors including: productivity, time management, teamwork, decision making, and more! Falcone also shares job-specific parameters that apply in sales, customer service, finance, and many other areas and industries. 2600 Phrases for Effective Performance Reviews is useful not just for review time but will also be instrumental in creating job descriptions and development plans as well as monitoring performance, progress, and problems year-round.

effective phrases for performance appraisals pdf: Performance Appraisals and Phrases For Dummies Ken Lloyd, 2009-08-11 The tools you need to enrich the performance-appraisal experience as you streamline the process Whether you're a manager looking to implement employee appraisals for the first time, concerned with improving the quality and effectiveness of the appraisal process, or simply trying to save time and mental anguish Performance Appraisals & Phrases For Dummies provides the tools you need to save time and energy while presenting fair and accurate evaluations that foster employee growth. This convenient, portable package includes a full-length appraisal phrasebook featuring over 3,200 spot-on phrases and plenty of quick-hitting expert tips on making the most out of the process. You'll also receive online access to writable, customizable sample evaluation forms other timesaving resources. Includes more than 3,200 phrases for clear,

and helpful evaluations Helps make evaluations faster, more effective, and far less stressful Offers far more advice and coaching than other performance appraisal books Serves as an ideal guide for managers new to the appraisal process With expert advice from Ken Lloyd, a nationally recognized consultant and author, *Performance Appraisals and Phrases For Dummies* makes the entire process easier, faster, and more productive for you and your employees.

effective phrases for performance appraisals pdf: *Effective Phrases for Performance Appraisals* James E. Neal, Jr., 1983 For over a quarter of a century, this classic and time-proven guide has assisted managers in effectively appraising employee performance. The more than three thousand professionally written phrases clearly describe over sixty critical rating factors. Now in its eleventh edition, the guide has been continuously revised to meet changing employment conditions. Over one million copies have been sold. This widely acclaimed handbook is a practical and valuable aid to making the completion of performance appraisals fast, easy and accurate.

effective phrases for performance appraisals pdf: *3000 Power Words and Phrases for Effective Performance Reviews* Sandra E. Lamb, 2013-08-27 A comprehensive yet accessible handbook for writing and conducting meaningful, effective performance reviews, geared toward managers of all levels, from the author of *How to Write It*. Performance reviews are one of the best tools managers have to shape company talent and culture, develop strong channels of communication with employees, and create systemic change. However, the stress and struggle to find just the right words is often what managers and HR professionals dislike most about conducting employee evaluations. In this pithy, user-friendly handbook, author and writing teacher Sandra E. Lamb lays out the best methods and proven tactics to administer productive evaluations that benefit both parties—and the company. Lamb teaches managers how to design scoring systems for employees that track progress with hard data, how to best prepare for and conduct both in-person and written reviews, and the key words to use. Covering hard and soft skills, *3000 Power Words and Phrases for Effective Performance Reviews* includes lists of powerful phrases and words that clearly describe performance—both positive and negative—including sections targeted to specific industries and jobs. This guide empowers managers at all levels to master the art of performance reviews that achieve results.

effective phrases for performance appraisals pdf: *Perfect Phrases for Performance Reviews* Douglas Max, Robert Bacal, 2002-12-02 Hands-on help for quickly and persuasively writing company-mandated performance appraisals Writing performance appraisals is one of the most difficult and time-consuming tasks managers face. *Perfect Phrases for Performance Reviews* simplifies the job, providing a comprehensive collection of phrases that managers can use to describe employee performance, provide directions for improvement, and more. For example: Sets priorities well Misses important deadlines Thorough, reliable, and accurate All managers and HR professionals will value the book for its: Hundreds of ready-to-use phrases, organized by job skill and performance level Tips for documenting performance issues and conducting face-to-face reviews Easily adapted performance review templates covering five performance levels With the wide-ranging assortment of descriptions available in this book, managers will be able to find the perfect terms to help them analyze and understand the work performance of each person they work with.

effective phrases for performance appraisals pdf: *The Performance Appraisal Question and Answer Book* Richard C. Grote, 2002 Most managers hate conducting performance appraisal discussions. What's worse, few feel confident in their ability to accurately assess the performance of a subordinate. In *The Performance Appraisal Question and Answer Book*, expert Dick Grote answers over 100 of the most common -- and most difficult -- questions about this vitally important but often misunderstood and misused tool, including: * How should I react when an employee starts crying during the appraisal discussion . . . or gets mad at me? * Which is more important -- the results the person achieved or the way she went about doing the.

effective phrases for performance appraisals pdf: *199 Pre-written Employee Performance Appraisals* Stephanie Lyster, Anne Arthur, 2007 No matter what type of business or even nonprofit

organization you are managing, a written performance appraisal is good management. Employee reviews can serve as a platform for employees to bring forth questions and concerns. This can help increase employee dedication, creativity, and job satisfaction. Reviews allow you to evaluate employees for increased responsibilities and future promotions. You will have written records of your employees performance, get more productivity, and clearly set compensation. Employee appraisals are critical to your organization, but are time-consuming to write. This new book and companion CD-ROM is your solution. You will produce professional-quality performance reviews in minutes. The book provides over 199 pre-written employee phrases you can insert into a blank employee appraisal form. The evaluations are professional, constructive, and direct. See the accompanying CD-ROM for 25 different categories to evaluate your employee in. Each category includes at least 8 different phrases you can choose from to describe your employees performance in that category. Pick and choose which categories you would like to include in your employees performance appraisal and how you want to describe your employees performance in that category and then just insert them all into the prepared appraisal form. The companion CD-ROM is included with the print version of this book; however is not available for download with the electronic version. It may be obtained separately by contacting Atlantic Publishing Group at sales@atlantic-pub.com Atlantic Publishing is a small, independent publishing company based in Ocala, Florida. Founded over twenty years ago in the company president's garage, Atlantic Publishing has grown to become a renowned resource for non-fiction books. Today, over 450 titles are in print covering subjects such as small business, healthy living, management, finance, careers, and real estate. Atlantic Publishing prides itself on producing award winning, high-quality manuals that give readers up-to-date, pertinent information, real-world examples, and case studies with expert advice. Every book has resources, contact information, and web sites of the products or companies discussed.

effective phrases for performance appraisals pdf: Perfect Phrases for Documenting Employee Performance Problems Anne Bruce, 2005-06-08 Whether it's interviewing for a job, evaluating employee performance, setting goals for the future, or keeping customers happy, the Perfect Phrases series has the tools for precise, effective business communication. Distilling complex ideas into specific phrases that diplomatically and honestly depict the concepts at hand, this invaluable series provides: Ways to enhance customer service in any business Dialogues and scripts to practice interactions with customers or employees--tailorable to any industry or company culture The best answers to a wide range of interview questions Tips for documenting performance issues and conducting face-to-face reviews This quick-reference tool is perfect for managers who need to find effective ways to document performance problems and then be able to offer practical, helpful feedback to those individuals.

effective phrases for performance appraisals pdf: The Complete Book of Perfect Phrases Book for Effective Managers Linda Eve Diamond, Robert Bacal, Harriet Diamond, Douglas Max, 2008-09-05 The average manager doesn't have time to take classes or read lengthy volumes on managing techniques. Instead, you need to know right now what to say to coach and motivate your employees. With hundreds of ready-to-use phrases you can use in a wide variety of situations, The Complete Book of Perfect Phrases for Managers is the ultimate reference for motivating, managing, and growing employees.

effective phrases for performance appraisals pdf: Ready-to-Use Performance Appraisals William S. Swan, 2012-06-29 Performance appraisals are one of the least enjoyable duties managers face. They're time-consuming, tedious, and require the perfect balance between criticism and praise. This collection of handy, ready-to-use performance appraisals will save you time and effort, while increasing the clarity and value of your appraisals. These customizable sample evaluations can address almost any situation.

effective phrases for performance appraisals pdf: How to Be Good at Performance Appraisals Dick Grote, 2011-07-05 Do you supervise people? If so, this book is for you. One of a manager's toughest—and most important—responsibilities is to evaluate an employee's performance, providing honest feedback and clarifying what they've done well and where they need

to improve. In *How to Be Good at Performance Appraisals*, Dick Grote provides a concise, hands-on guide to succeeding at every step of the performance appraisal process—no matter what performance management system your organization uses. Through step-by-step instructions, examples, do-and-don't bullet lists, sample dialogues, and suggested scripts, he shows you how to handle every appraisal activity from setting goals and defining job responsibilities to evaluating performance quality and discussing the performance evaluation face-to-face. Based on decades of experience guiding managers through their biggest challenges, Grote helps answer the questions he hears most often: • How do I set goals effectively? How many goals should someone set? • How do I evaluate a person's behaviors? Which counts more, behaviors or results? • How do I determine the right performance appraisal rating? How do I explain my rating to a skeptical employee? • How do I tell someone she's not meeting my expectations? How do I deliver bad news? Grote also explains how to tackle other thorny performance management tasks, including determining compensation and terminating poor performers. In accessible and useful language, *How to Be Good at Performance Appraisals* will help you handle performance appraisals confidently and successfully, no matter the size or culture of your organization. It's the one book you need to excel at this daunting yet critical task.

effective phrases for performance appraisals pdf: 2600 Phrases for Setting Effective Performance Goals Paul Falcone, 2012 As a manager, you aren't truly successful unless your employees are as well. Helping them establish compelling, actionable performance goals is the first and most important step, and *2600 Phrases for Setting Effective Performance Goals* is there to lend a hand. A natural follow-up to the bestselling *2600 Phrases for Effective Performance Reviews*, this quick-reference guide provides readers with ready-to-use performance goals organized by the characteristics and core competencies used most often in the appraisal process. From attendance and attitude to teamwork and time management, managers will find the language they need to inspire exceptional results. The book also includes wording tailored to many of the most common positions in sales and marketing, accounting and finance, HR, IT, legal, manufacturing, operations, and more. Comprehensive and organized for ease of use, this book enables managers to lay the groundwork necessary for phenomenal achievement on the part of their people.

effective phrases for performance appraisals pdf: How To Say It Performance Reviews Meryl Runion, Janelle Brittain, 2006-12-05 Written by two top business trainers, this guide reveals the strategies and language skills needed to make the most of performance appraisals - for both the reviewers and the reviewed. It breaks the process into five simple steps and explains what to say with hundreds of winning phrases organized by topic (and hundreds of counterproductive phrases too). Also included is advice on preparing an agenda, body language, and tone of voice - plus true success and horror stories.

effective phrases for performance appraisals pdf: Performance Appraisal Phrase Book Corey Sandler, Janice Keefe, 2003-11-01 You'll never struggle with performance appraisals again! Do you dread writing employee performance evaluations? Do you struggle for hours to find just the right words of praise, avoid repetition, and tread the fine line between constructive and criticism? *Performance Appraisal Phrase Book* makes it easy for you. Featuring concise sections on how to write the evaluation, handle tricky legal issues, and verbally discuss the evaluation, this book also includes a directory of thousands of words and phrases appropriate for any type of written evaluation. You'll be able to find just the right way to assess: Accuracy and attention to detail Quality of work Work habits Teamwork and interpersonal skills Timeliness of work Work attitude With *Performance Appraisal Phrase Book* at your desk, you'll get through reviews in a snap--and have plenty of time left to accomplish all your other managerial duties.

effective phrases for performance appraisals pdf: Perfect Phrases for Setting Performance Goals Douglas Max, Robert Bacal, 2004-03-24 Set the bar for outstanding performance A follow-up to the top-selling *Perfect Phrases for Performance Reviews*, this book provides managers with phrases and goals that describe expected future performance from their direct reports. A timesaving job aid for any performance review or plan, the book: Makes it easy for

managers to set high performance goals for executives, management, or non-managers employees Includes many categories of goals, from revenue and productivity goals to quality and personal development goals • Facilitates the goal-setting process across the organization Includes a guide to writing a performance plan for any employee Featuring hundreds of ready-to-use performance goals, this practical job aid makes it simple for managers to set the bar for outstanding future results.

effective phrases for performance appraisals pdf: The First-time Manager's Guide to Performance Appraisals Diane Arthur, 2008 Conducting performance appraisals can be a daunting prospect, especially for new managers. With the same brand of accessible and sage advice readers have come to rely on from *The First-Time Manager*, this helpful guide provides straightforward, useful information that will enable anyone to take on this important task with confidence and skill. Filled with ready-to-use tools including sample dialogues, phrases, and documents, as well as plenty of useful tips, *The First-Time Manager's Guide to Performance Appraisals* shows readers how to: review an employee's past performance prepare for the face-to-face meeting assess how successful the employee has been at meeting goals set new objectives help develop career plans evaluate performers at every level understand the importance of coaching and counseling throughout the year write up the appraisal and use ratings follow up effectively This book is an essential resource for managers who want to get the most from the performance appraisal process . . . and from their people.

effective phrases for performance appraisals pdf: Effective Phrases for Performance Appraisals James E. Neal, 1979

effective phrases for performance appraisals pdf: Goal Setting Susan B. WILSON, Michael S. DOBSON, 2008-03-12 Why is it that some people consistently seem to get more done than others? The answer is that they know how to set specific, achievable goals for themselves...and then follow through on them. This revised and updated edition of *Goal Setting* features worksheets, quizzes, and other practical tools, giving readers powerful techniques they can use to set a goal, make a plan, and acquire the resources and power necessary to achieve their objective. The book shows readers how to: act upon their objectives in a precise, targeted way • recognize obstacles and overcome them • become more assertive • change counterproductive behavior • establish priorities • make the most of their time Achieving goals takes hard work and discipline. This expanded edition of *Goal Setting* gives readers the tools and techniques to accomplish anything.

effective phrases for performance appraisals pdf: The Language of Evaluation J. Martin, Peter R.R. White, 2007-09-27 This is the first comprehensive account of the Appraisal Framework. The underlying linguistic theory is explained and justified, and the application of this flexible tool, which has been applied to a wide variety of text and discourse analysis issues, is demonstrated throughout by sample text analyses from a range of registers, genres and fields.

effective phrases for performance appraisals pdf: The Road to Results Linda G. Morra-Imas, Linda G. Morra, Ray C. Rist, 2009 'The Road to Results: Designing and Conducting Effective Development Evaluations' presents concepts and procedures for evaluation in a development context. It provides procedures and examples on how to set up a monitoring and evaluation system, how to conduct participatory evaluations and do social mapping, and how to construct a rigorous quasi-experimental design to answer an impact question. The text begins with the context of development evaluation and how it arrived where it is today. It then discusses current issues driving development evaluation, such as the Millennium Development Goals and the move from simple project evaluations to the broader understandings of complex evaluations. The topics of implementing 'Results-based Measurement and Evaluation' and constructing a 'Theory of Change' are emphasized throughout the text. Next, the authors take the reader down 'the road to results,' presenting procedures for evaluating projects, programs, and policies by using a 'Design Matrix' to help map the process. This road includes: determining the overall approach, formulating questions, selecting designs, developing data collection instruments, choosing a sampling strategy, and planning data analysis for qualitative, quantitative, and mixed method evaluations. The book also includes discussions on conducting complex evaluations, how to manage evaluations, how to present

results, and ethical behavior—including principles, standards, and guidelines. The final chapter discusses the future of development evaluation. This comprehensive text is an essential tool for those involved in development evaluation.

effective phrases for performance appraisals pdf: Evaluation matters Katrin Dziekan, Veronique Riedel, Stephanie Müller, Michael Abraham, Stefanie Kettner, Stephan Daubi, 2013 Based on the authors' rich experiences, this book demonstrates that evaluation of measures aimed at more sustainable mobility is a useful task which can be learned by everybody. By integrating theory and practice it offers richly-illustrated case examples and cartoons to provide hands on advice. It offers a framework for thinking about evaluation of mobility-related measures and outlines the necessary steps for good evaluation practice. Key Features •Richly illustrated by comics and on real measure examples. •A step-by-step hands on guide for practitioners.

effective phrases for performance appraisals pdf: Performance Consulting Dana Gaines Robinson, James C. Robinson, Jack J. Phillips, Patricia Pulliam Phillips, Dick Handshaw, 2015-06 NEW EDITION, REVISED AND UPDATED In America, organizations spend \$175 billion in training initiatives and more than \$500 billion in human resource solutions every year yet often have little to show for it. One reason is that people “jump to solutions” before they identify the causes of the problem. Performance consultants are effective because they partner with clients to clarify business goals and determine root causes for gaps between desired and current results. Only then are specific solutions agreed upon and implemented. This third edition of the classic book that introduced performance consulting adds a wealth of new material. There are new case examples throughout and four new chapters providing detailed steps for measuring results from performance consulting initiatives on five different levels, including ROI. The book includes a never-before-published Alignment and Measurement Model, allowing you to connect organizational needs and performance consulting initiatives designed to address those needs with the appropriate level of measurement. This remains a profoundly practical book, featuring tools, models, and checklists. It will enable you to make a difference in your organization that is valued, measurable, and sustainable.

effective phrases for performance appraisals pdf: Moral Mazes Robert Jackall, 2010 This updated edition of a classic study of ethics in business presents an eye-opening account of how corporate managers think the world works, and how big organizations shape moral consciousness. Robert Jackall takes the reader inside a topsy-turvy world where hard work does not necessarily lead to success, but sharp talk, self-promotion, powerful patrons, and sheer luck might. This edition includes a new foreword linking the themes of Moral Mazes to the financial tsunami that engulfed the world economy in 2008.

effective phrases for performance appraisals pdf: Basic Guide to the National Labor Relations Act United States. National Labor Relations Board. Office of the General Counsel, 1997

effective phrases for performance appraisals pdf: Effective Succession Planning William Rothwell, 2010-04-21 William Rothwell honored with the ASTD Distinguished Contribution Award in Workplace Learning and Performance. The definitive guide to a timely and timeless topic-- now fully revised and updated. As baby boomers continue to retire en masse from executive suites, managerial offices, and specialized or technical jobs, the question is—who will take their places? This loss of valuable institutional memory has made it apparent that no organization can afford to be without a strong succession program. Now in its fourth edition, Effective Succession Planning provides the tools organizations need to establish, revitalize, or revise their own succession planning and management (SP&M) programs. The book has been fully updated to address challenges brought on by sea changes such as globalization, recession, technology, and the aftereffects of the terror attacks. It features new sections on identifying and assessing competencies and future needs; management vs. technical succession planning; and ethics and conduct; and new chapters on integrating recruitment and retention strategies with succession planning programs. This edition incorporates the results of two extensive new surveys, and includes a Quick Start guide to help begin immediate implementation as well as a CD-ROM packed with assessments, checklists,

customizable guides, and other practical tools.

effective phrases for performance appraisals pdf: 360-degree Feedback Peter Ward, 1997
360-degree appraisal can provide accurate and useful insight into individual employee strengths, weaknesses and scope for development. Ward explains its advantages and offers detailed guidance on implementation.

effective phrases for performance appraisals pdf: Pre-Suasion Robert Cialdini, 2016-09-06
The acclaimed New York Times and Wall Street Journal bestseller from Robert Cialdini—"the foremost expert on effective persuasion" (Harvard Business Review)—explains how it's not necessarily the message itself that changes minds, but the key moment before you deliver that message. What separates effective communicators from truly successful persuaders? With the same rigorous scientific research and accessibility that made his *Influence* an iconic bestseller, Robert Cialdini explains how to prepare people to be receptive to a message before they experience it. Optimal persuasion is achieved only through optimal pre-suasion. In other words, to change "minds" a pre-suader must also change "states of mind." Named a "Best Business Books of 2016" by the Financial Times, and "compelling" by The Wall Street Journal, Cialdini's *Pre-Suasion* draws on his extensive experience as the most cited social psychologist of our time and explains the techniques a person should implement to become a master persuader. Altering a listener's attitudes, beliefs, or experiences isn't necessary, says Cialdini—all that's required is for a communicator to redirect the audience's focus of attention before a relevant action. From studies on advertising imagery to treating opiate addiction, from the annual letters of Berkshire Hathaway to the annals of history, Cialdini outlines the specific techniques you can use on online marketing campaigns and even effective wartime propaganda. He illustrates how the artful diversion of attention leads to successful pre-suasion and gets your targeted audience primed and ready to say, "Yes." His book is "an essential tool for anyone serious about science based business strategies...and is destined to be an instant classic. It belongs on the shelf of anyone in business, from the CEO to the newest salesperson" (Forbes).

effective phrases for performance appraisals pdf: Balanced Scorecard Step-by-Step Paul R. Niven, 2002-10-15
This book explains how an organization can measure and manage performance with the Balanced Scorecard methodology. It provides extensive background on performance management and the Balanced Scorecard, and focuses on guiding a team through the step-by-step development and ongoing implementation of a Balanced Scorecard system. Corporations, public sector agencies, and not for profit organizations have all reaped success from the Balanced Scorecard. This book supplies detailed implementation advice that is readily applied to any and all of these organization types. Additionally, it will benefit organizations at any stage of Balanced Scorecard development. Regardless of whether you are just contemplating a Balanced Scorecard, require assistance in linking their current Scorecard to management processes, or need a review of their past measurement efforts, *Balanced Scorecard Step by Step* provides detailed advice and proven solutions.

effective phrases for performance appraisals pdf: The Definitive Performance Writing Guide Douglas L. Drewry, 1989

effective phrases for performance appraisals pdf: *Effective Phrases for Performance Appraisals: A Guide to Successful Evaluations* J. Neal, 2003-02-01

effective phrases for performance appraisals pdf: The Essential Manager's Handbook DK, 2022-07-19
Are you looking to take the next step in your career? Can you manage yourself with ease, but need more confidence when managing others? Achieving excellence as a manager requires a broad skillset, and *The Essential Manager's Handbook* provides easy-to-follow and engaging advice on the 6 key areas. Nurture your confidence with managing people, leadership, achieving high performance, effective communication, presenting, and negotiating. With key quotes, bright visuals, and breakdowns by subject, this book is accessible and easy-to-use. Interactive tips and checklists will encourage you to note down your thoughts, examining past and present workplace experiences that you can learn from. Expert insights from management professionals and step-by-step

instructions will help you understand how to deal with challenges and gain valuable management skills for life. This accessible and clear guide is packed with practical, no-nonsense information covering everything you need to know about acquiring and developing management skills. Pick up *The Essential Manager's Handbook* for quick reference when you're in need of guidance or work through each section at your own pace to become the best manager you can be. Series Overview: DK's Essential Managers series contains the know-how you need to be a more effective manager and hone your management style, covering a range of essential topics, from managing, coaching, and mentoring teams and individuals to time management, communication, leadership, and strategic thinking. Each guide is clearly presented for ease of reference, with visual pointers, tips, and infographics.

effective phrases for performance appraisals pdf: Employment Discrimination Litigation Frank J. Landy, 2005-01-21 This practical resource includes perspectives from the point of view of both plaintiff and defendant for cases involving questions of race, gender, disability, and age. In addition, it offers an overview of the process by which complaints are filed, the statutes under which they are filed, and the authority represented by various case law. *Employment Discrimination Litigation* will illuminate myriad issues such as Daubert motions, class certification issues, the setting of cut scores that will withstand challenge, common statistical analyses of adverse impact, and merit-based issues. *Employment Discrimination Litigation* also presents a temporal description of a typical employment discrimination case from start to finish. Outlines the major guidelines that are often invoked in employment litigation—the A.P.A. Standards, Uniform Guidelines, and SIOP Principles. Reviews litigation related to the Fair Labor Standards Act. References written judicial opinions that relate the activities and devices most often employed by industrial and organizational psychologists.

effective phrases for performance appraisals pdf: Perfect Phrases for Managers and Supervisors, Second Edition Meryl Runion, 2010-08-20 *The Right Phrase for Every Situation . . . Every Time*. Communication is the single most important skill for excelling as a manager. What you say and how you say it sets the tone for your department and your entire organization. *Perfect Phrases for Managers and Supervisors, second edition*, has been completely revised to help you communicate in today's workplace, where collaboration, cooperation, and personalization are critical to building an efficient, productive work environment. Learn the most effective language for: Setting a tone of mutual trust and respect Dealing with difficult employees and delicate problems Conducting interviews and performance reviews Empowering your people Disciplining workers or terminating employment

effective phrases for performance appraisals pdf: Working With You is Killing Me Katherine Crowley, Kathi Elster, 2006-03-01 Two well-respected management experts deliver an authoritative manual that provides valuable insights for turning conflicts in the workplace into productive working relationships. The toughest part of any job is dealing with the people around you. Scratch the surface of any company and uncover a hotbed of emotions—people feeling anxious about performance, angry at co-workers, and misunderstood by management. Now, in *WORKING WITH YOU IS KILLING ME*, readers learn how to “unhook” from these emotional pitfalls and gain valuable strategies for confronting workplace conflicts in a healthy, productive way. They'll discover how to: Manage an ill-tempered boss before he or she explodes Defend themselves against idea-pilfering rivals before they steal all the credit Detach from those annoying co-workers whose irritating habits ruin the day And much, much more.

effective phrases for performance appraisals pdf: Federal Contract Compliance Manual United States. Office of Federal Contract Compliance Programs, 1990

effective phrases for performance appraisals pdf: Performance Management and Appraisal Systems T V Rao, 2004-05-15 Performance management is a means of identifying critical dimensions of performance, its planning, review and development. It is a simple and commonsensical way to measure productivity as also to enhance performance and is a critical tool for organizations in today's competitive environment. Organizations are constantly on the lookout for

a performance system that is appropriate to their environment and work culture. This book explores the many facets of performance management and how it works. The author defines performance management as a continuous process which consists of defining, planning, analyzing and developing performance through competency building. It focuses on commitment and support building as also recognizing and rewarding performance and contribution. The author maintains that more than just a method of reviewing performance, a performance management facilitates learning among managers. This system brings about role clarity and resultantly, there is more focus on performance development. It also raises levels of trust, which create better communication, and as a consequence a more transparent and productive organization. A key feature of the book is that it advises organizations to shift their focus from an appraisals only approach to the more holistic framework of performance management. This will ensure growth and development of employee performance. This book discusses the latest theoretical developments in the field in a jargon free and accessible style. It encompasses critical implementation aspects of performance management and includes a number of chapters which provide insightful information on performance management. It also includes recent experiences of organizations which have incorporated performance management systems in their structure, thus giving the reader a realistic and comprehensive feel of the topic.

effective phrases for performance appraisals pdf: HBR Guide to Performance Management (HBR Guide Series) Harvard Business Review, 2017-06-20 Efficiently and effectively assess employees performance. Are your employees meeting their goals? Is their work improving over time? Understanding where your employees are succeeding—and falling short—is a pivotal part of ensuring you have the right talent to meet organizational objectives. In order to work with your people and effectively monitor their progress, you need a system in place. The HBR Guide to Performance Management provides a new multi-step, cyclical process to help you keep track of your employees' work, identify where they need to improve, and ensure they're growing with the organization. You'll learn to: Set clear employee goals that align with company objectives Monitor progress and check in regularly Close performance gaps Understand when to use performance analytics Create opportunities for growth, tailored to the individual Overcome and avoid burnout on your team Arm yourself with the advice you need to succeed on the job, with the most trusted brand in business. Packed with how-to essentials from leading experts, the HBR Guides provide smart answers to your most pressing work challenges.

effective phrases for performance appraisals pdf: MITRE Systems Engineering Guide , 2012-06-05

effective phrases for performance appraisals pdf: Performance Management ; Getting Results from Your Performance Planning and Appraisal System Roger Plachy, Sandra J. Plachy, 1988

Related Articles

- [engelkarten](#)
- [expeditionary force book 8](#)
- [elementary spelling inventory](#)

[Back to Home](#)