

評價(No.21-1)

Evaluation



At the office

- Joel : What do you think about your new secretary?
Rosario : **I think she has done a great job.**
Joel : It's good to hear.
Rosario : She has unique ideas too.
Joel : Well, we need such employee here in the company.

At the desk

- Manager : Why do you think your supervisor should be promoted?
Alex : **He's professional.**
Manager : Can you be more specific?
Alex : He goes to work on time and he does his job seriously.
Manager : I give importance to your opinion.



Short Quiz

1. Describe some people that you work with.
2. Have you ever been promoted?
3. Describe your typical day in your current job.



仕事をする(No.21-2)

Working



At work

- Rob : **Leave it to me.**
Linda : No, I can transfer the photocopier myself.
Rob : You can't do it alone.
Linda : Okay, please give me a hand.
Rob : Where should we transfer this?
Linda : Near my desk.

At Home

- Joey : What do you think about our next business meeting?
Dan : We will have a hard time convincing people.
Joey : Why?
Dan : **It's a tough negotiation to make.**
Joey : You're right. We'll just do our best.



Short Quiz

1. Do you like your job? Why or why not?
2. Do you attend a lot of meetings for your job?
3. Do you have to do a lot of paperwork?
4. If you had to choose between a satisfying and a well-paid one, which one would you choose.





人事(No.21-3)

Personnel affairs



At the Office

- Secretary : Sir, would you mind if I ask a question?
Boss : No, problem. What is it about?
Secretary : **I want to be transferred to another section.**
Boss : It's okay with me.
Secretary : Thank you very much.
Boss : You can file a request for a transfer anytime.

At work

- Roldan : Are you free, Sir?
Manager : Yes, I am. Why?
Roldan : **I will be quitting my job as soon as possible.**
Manager : You need to tell your supervisor about it first.
Roldan : Okay. I will submit my resignation letter tomorrow.





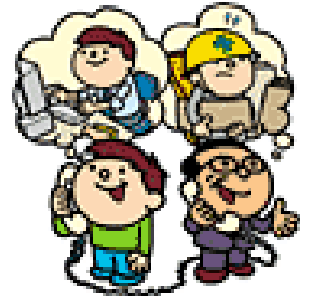
Short Quiz

1. Does money affect your decisions? If so, how?
2. Would you describe yourself as a workaholic?
3. Do you think people over 65 should made to retire?
4. What do you think you will do after you retire?



求人についての問い合わせ(No.21-4)

An inquiry about an offer of a position



On the phone:

- Applicant : **I would like to inquire about the position you offered in the newspapers.**
- Director : What position are you asking about?
- Applicant : Are you accepting fresh graduates for Management Trainee?
- Director : Definitely, we're not requiring any work experience.
- Applicant : Okay, I would like to express my interest on the job.
- Director : You can submit your credentials anytime.

On the phone

- Ellen : Ma'am, how many workers are we accepting?
- Len : About 40 employess to be assigned in the production department.
- Ellen : Is it okay if I can come tomorrow for an interview?
- Len : **No, please send your resume with a photo** and by then, we will call you for you interview schedule.



Short Quiz

1. What do you think is the difference between work and job?
2. Where do you usually check for job vacancies, TV or newspaper?
3. What was your most unforgettable experience in job hunting?



面接(会社側)(No.21-5)

An interview (A company official)



At the office

- Interviewer : Are you willing to quit your last job if we will accept you?
- Applicant : I have already resigned from the company.
- Interviewer : What was your work there?
- Applicant : **I was involved in some important projects.**
- Interviewer : That would be all. Please wait for our call.

At work

- Daily : **What kind of job are you looking for?**
- Claire : I am looking for an opening for Operations Manager.
- Daily : Please proceed to the Human Resource Department,sir.



Short Quiz



1. What advice can you give to the job applicants?
2. How did you feel during your first job interview?
3. Were you hired right after the job interview or you've waited for a few months?

Please tell your experiences during your job application.





面接(応募者側)(No.21-6)

An interview (The applicant side)



On the phone

May : Hello, this is Global, Inc.

Rey : Hello, this is Rey.

May : This is your first interview by phone.

Can you tell me something about yourself?

Rey : I am a person of excellence, commitment and passion.

On the interview

Nel : As a new employee, **when can you start working?**

Borg : I can start working by first week of September.

Nel : How about your freelance projects?

Borg : I will make sure I am done with them by that time.

Short Quiz

1. Submit a possible job interview questions to your teacher?
2. What should you not do during a job interview?
3. Who would you hire, an employee with a lot of experience or an employee with a lot of education?



雇用条件を話す(No.21-7)
Talk about the employment condition



At the office

Alex : I understand that you are an entry-level employee.
Ben : I am, sir.
Alex : **You will be undergoing three months on probation.**
Ben : What are the working hours?
Alex : You will be working from 8:00am to 5:00pm.

At the office

Denver : This is your first job, am I right?
Charlotte : Yes, sir.
Denver : **We discourage tardiness among our employees.**
Charlotte : I will assure you, sir,
I won't be late in reporting to office.



Short Quiz

1. Are you currently employed?
If so, what and why did you choose this employment?
2. How strict is your boss when it comes to tardiness?
3. What was your unforgettable experience during your first day of work.

