

Business Conversation 07: New Employee

Practice 1 | Useful Expressions

Directions: Listen and repeat.

Vocabulary

- **show someone around** - to show someone what a place is like
- **meet with clients** - to have a meeting with customers
- **work under someone** - to work as someone's subordinate
- **update** - to make something current
- **organize** - to arrange for something to happen or to be provided
- **time management** - the act of planning and exercising control over how much time is spent on doing something

Expressions

- **How do you feel and act on your first day at a new job?**
- **Please feel free to ask me if you need anything.**

Practice 2 | Dialogue

Directions: Read the dialogue aloud with your teacher.

Moore is showing the office to Sakurai, a new employee.

Mr. Moore : Let me **show you around** and to your office.

Mr. Sakurai : I didn't know I'd have my own office!

Mr. Moore : Everyone has a place here to **meet with clients**.

Mr. Sakurai : I like that! So this is my space.

Mr. Moore : You will have six people **working under you**. I will introduce you to your team after lunch.

Mr. Sakurai : That sounds good. Where do you usually have lunch?

Mr. Moore : There's a cafeteria on the second floor. The food is affordable and delicious. Some employees bring their own food and eat in the dining area.

Mr. Sakurai : Great.

Mr. Moore : Here's your schedule. There's a regular meeting every Tuesday afternoon to **update** ourselves on how we are doing as a team. You can **organize** how you make use of your time.

Mr. Sakurai : I am good at **time management**.

Mr. Moore : That's good to know. I'll leave it to you then. **Please feel free to ask me if you need anything.**

Mr. Sakurai : Thank you! I think I'm going to enjoy working here.

Check your understanding: Answer the following questions.

1. What was Mr. Sakurai surprised about?
2. Why should everyone have their own offices?
3. What's the last thing Mr. Moore told Mr. Sakurai?

Practice 3 | Role-Play

Directions: Have a role-play with your teacher in the following situation.

Situation

You are the boss of a publishing company. Your teacher will act as a new employee. Show him/her your working place, give him/her details about the team and the tasks and give him/her some heads-up in the working place.

Examples of heads-up

- Don't make loud noise
- Don't run
- Don't leave your post of duty without permission
- Don't smoke in the office

Practice 4 | Discussion

Directions: Discuss these topics and exchange thoughts with your teacher.

1. What do you expect to happen on your first day at work?
2. What experience did you have on your first day at work?
3. Do you expect people to be friendly with you on the first day?
4. Do you like working in your own office or space? Why?
5. Is it necessary to make the best impression to your new boss or colleagues?
6. Is it important for you to get along well with your colleagues right away?