

Lesson 9: Orientation and Company Tour for New Employees

By Xandra

1. Dialogue

First, repeat after your tutor. Then, practice each role.

Jack works in the HR (human resource) department of Ample Computers, while Asuka is a new employee. It's company orientation day.

Jack: On behalf of the staff and management, welcome to Ample Computers.

Asuka: Thank you. I'm privileged to be here.

Jack: I will be conducting the company orientation today. I'll be talking about important matters such as company history, its beliefs and values, long term goals and structure.

Asuka: Are you going to give us a tour of the office?

Jack: Yes. **In fact**, that's the first thing in our agenda.

Asuka: Awesome!

2. Today's Phrase

First, repeat after your tutor. Then, make a few sentences using Today's phrase.

1. The bus fell over a cliff. **In fact**, it was a wonder that anyone survived.
2. A: Did she pass the test? B: Yes, **In fact**, she got a perfect score.
3. My business presentation was a success. **In fact**, my boss wants me to give another presentation.

* **In fact** / 実際(は)

3. Your Task

It's your first day at a new company. You don't know your way around the office. Ask your co-worker (= your tutor) where the following places are: 1. the comfort room 2. where to eat 3. where the copying machine is 4. where the manager's office is.

4. Let's Talk

What do you like/ dislike about new-employee orientation?

Which do you prefer: to read about company history or to listen to somebody talk about it during a company orientation? Explain your answer.

5. Today's photo

Describe the photo in your words as precisely as possible.



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