

Lesson 10: Departments in a Company

By Xandra

1. Dialogue

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

Tom works in the Accounting Department while Kazuya is a Human Resource Manager at Ample Computers. While on lunch break, they're telling each other about the events in their respective departments.

Tom: Hey, Kazuya. I hardly see you nowadays. How are things in the HR Department?

Kazuya: It's been really busy. I've been interviewing applicants the minute I got in this morning.

Tom: Why is Ample Computers hiring nowadays? We seem to have enough employees.

Kazuya: Ample is opening a store in Malaysia. We're hiring an entire crew for the new shop.

The management has asked me to train them, too.

Tom: That's a lot of work. Things are pretty quiet in the Accounting Department. The hullabaloo of tax season is over.

Kazuya: Good for you! But, the accountants still seem busy every time I pass by your office.

What do you guys do when it's not tax season?

Tom: It's mostly payroll functions, inventories, collecting from companies that owe us money, and paying suppliers. **Above all else**, we have to make sure that every penny is properly accounted for.

Kazuya: That also sounds like a lot of work.

Tom: It is! Speaking of work, I have to get going. It was nice bumping into you at lunch.

Kazuya: Nice talking to you too! See you around the office.

2. Today's Phrase

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

1. Organizing a symposium calls for good liaison skills. But **above all**, it requires careful planning.
2. Mr. Trump loves a good many things. And **above all**, he loves his children.
3. **Above all else**, the government must always uphold the well-being of the people.

* **above all (things, else)** / 何よりも

3. Your Task

Describe three different departments in the company that you work for. Mention their role in the company.

4. Let's Talk

Is it easy to make friends with employees from other departments? Explain your answer.

What is your ideal workplace?

How important is team work in each department?

5. Today's photo

Describe the photo in your words as precisely as possible.



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