

Lesson 60: Inventory

By Xandra

1. Dialogue

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

Kumiko is a manager for a big supermarket called Max Superstore. She is talking to the new warehouse manager, Sam.

Kumiko: Sam, as a warehouse manager, your job is to keep an inventory of our stock.

Sam: Yes, Ma'am.

Kumiko: You must take note of what goes in and out of the warehouse.

Sam: How often do deliveries come?

Kumiko: They arrive every day. Our orders are delivered **in bulk**.

Sam: It looks like a really busy warehouse.

Kumiko: The clerks replenish the shelves of the Superstore every morning. They will come here to get the stock items. So make sure you note down what's being taken out of the warehouse.

Sam: I understand, Kumiko.

Kumiko: At the end of your work shift, you have to give me an inventory report.

Sam: Are you going to give me a logbook where I can write down what's being delivered and taken out?

Kumiko: You'll be getting an iPad to do all the recording.

2. Today's Phrase

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

1. A: Do you sell items per piece?

B: We only accept orders **in bulk**.

2. It's cheaper to buy grocery items **in bulk**.

3. Rice is imported **in bulk** and then it's repacked in a warehouse.

* **in bulk** / 大量に、大口で

3. Your Task

You own a small grocery store. While doing an inventory, you noticed a lot of expired food in the stock room. Expired items include bottles of milk and juice and canned food, all occupying space in the small stock room. Talk to your staff (=your tutor) about this. Explain why it's not good to keep expired food in the stock room. Then, call the garbage collector (=your tutor) and ask them to remove all the out of date food items.

4. Let's Talk

What are the important things to remember when doing an inventory?

Why is it important to count items manually, rather than rely on computer records?

Has your company ever lost any of its merchandise, office supplies and equipment? Tell your tutor about it.

5. Today's photo

Describe the photo in your words as precisely as possible.



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