



A. Words and Expressions (語彙と表現)

Check pronunciation, meaning and expressions of the words with your tutor.

講師と一緒に単語の発音、意味、表現を確認しましょう。

Words and Expressions	Example Sentence
allow	It's not allowed to smoke in the building.
許可する	このビルで煙草を吸うことは許可されていません
memo	He always brings a memo pad.
メモ	彼はいつもメモ帳を持ち歩いています
attendance	Attendance is not mandatory.
出席、出勤	出席は任意です

orientation	I have to participate in the orientation From Friday.
オリエンテーション、適応	金曜からのオリエンテーションに 参加しなければなりません
company	I will visit a company facility.
付き合い、会社	会社の施設を尋ねます
rules and regulations	We should act in conformity with company regulations
諸規則	会社の諸規則を守って行動すべきです
glad	I'm glad to hear that.
嬉しい	それを聞いて嬉しいです
should	We should meet again.
～するべき	私達はまた会うべきです
instance	This is only one instance among many.
例	これは一例に過ぎません
strict	The company has a strict regulation.
厳しい	その会社は厳しい規則がある

出典

意味 Weblio辞書 英和辞典・和英辞典 <http://ejje.weblio.jp/>
 例文 Weblio 英語例文 <http://ejje.weblio.jp/sentence/>

B. Reading (音読問題)

Read the sentences with your tutor.

講師と一緒に、以下の文章を読んでみましょう。

A: Welcome to Yoshima Group of Companies!

B: Thank you. I am glad to be a part of this company.

A: In this orientation, we will talk about our company rules and regulations.

B: Noted, sir.

A: Since you are a new employee, you need to know that the company is very strict with attendance. We should be here before 9 in the morning and we take our lunch break at 12 noon.

B: Are we allowed to bring food in our work area?

A: Yes, you are allowed to bring food in your work area.

B: Can we eat snacks during work?

A: No, you can't eat snacks during work.

B: Noted, sir. What happens if we come in late?

A: On the first instance, you will be warned. If it happens again, you will be given a memo. If it happens for the third time in a month, you will be suspended for a week.

C. Practice 2 (練習問題2)

Choose the most appropriate option.

最も適した選択肢を選びましょう。

1. Welcome to Yoshima Group of Companies!
 - a. Noted, sir. What happens if we come in late?
 - b. Thank you. I am glad to be a part of this company.
 - c. Can we eat snacks during work?
2. We will talk about our company rules and regulations.
 - a. Yes, you can.
 - b. Thank you.
 - c. Noted, sir.
3. Are we allowed to bring food in our work area?
 - a. Yes, you are.
 - b. Noted, sir.
 - c. No, you can't
4. Can we eat snacks during work?
 - a. Yes, you are.
 - b. Noted, sir.
 - c. No, you can't.
5. What happens if we come in late?
 - a. Yes, you are allowed to bring food in your work area.
 - b. In this orientation, we will talk about our company rules.
 - c. If it happens for the third time in a month, you will be suspended.

D, Conversation Practice (会話練習)

Talk about the following contents with your tutor.

講師と以下の内容に関して議論してみましょう。

1. What should you do if a company rule is not clear to you?
2. Why are company rules important?
3. Do you like your company's rules and regulations? Explain.