

(Read this direction silently.)

➤ Read the following words and sample sentences with your student.

Please read after me.

Word	Definition	Sample Sentence
v. report	to notify relevant authorities with updates on work- related matters	Report all task updates to Ms. Kat Percy.
n. pl hobbies hobby	things a person does during his/her free time	My hobbies are playing the guitar and cooking.
v. handle	to manage, deal with, or be responsible for something	I also handled marketing tasks before.
v. commute	to go to work or school from home	I commute by train every day.
v. show around	tour a person around the new place	Let me show you around first.
n. task assignment	assigned things to do at work	I'm ready for my task assignment for the day.
n. immediate supervisor	a person of authority to whom you directly report at work	Ms. Kat Percy will be your immediate supervisor .

(Read this direction silently.)

- Read the whole dialogue as clearly as you can.
This will be your student's guide in choosing the appropriate word for each blank.

TUTOR Hi. You must be (John Reynolds or Mary Fisher).
I'm Leslie Ronald from the HR Department.
Welcome to AXL Company.

Did you have a hard time coming to the office?

STUDENT Hello, Ms. Ronald. Yes, I'm (John Reynolds or Mary Fisher).
Thanks for the warm welcome.

I (1) commuted by train and it only took me 25 minutes to get here.

TUTOR Great to hear that. Let me (2) show you around first.
By the way, what do you usually do during your free time?

STUDENT That's perfect. Oh, my (3) hobbies are playing the guitar and cooking.

TUTOR Sounds interesting. This is the Marketing Department.
Ms. Kat Percy will be your (4) immediate supervisor
so you'll (5) report task updates to her.

STUDENT Hi, everyone! I'm (John Reynolds or Mary Fisher).
It's nice to meet you. In my previous company, I also (6) handled marketing tasks.
I'm ready for today's (7) task assignment.

- After you read the whole dialogue, ask your student to choose the appropriate word for each blank.

What is the missing word in blank no. ___? (1) to (7)

Activity 3 Dialogue

4 min

(Read this direction silently.)

- Refer to the dialogue in Activity 2. Read the dialogue with your student.
Make sure all blanks are filled in before reading it aloud with your student.

(Read this direction silently.)

➤ Read the following statements below and ask your student to choose the appropriate response.

1. Welcome to AXL Company.
 - a. **Thanks for the warm welcome.**
 - b. You're welcome.
 - c. Come again.
 - d. It's a beautiful day.

2. Did you have a hard time coming to the office?
 - a. Yes, it was an easy commute.
 - b. **No, it only took me 25 minutes to get here.**
 - c. No, I got lost.
 - d. Yes, I followed the crowd.

3. What do you usually do during your free time?
 - a. I'm fine, thank you.
 - b. Sounds interesting.
 - c. Pleased to meet you.
 - d. **My hobbies are playing the guitar and cooking.**

4. Hi, everyone! I'm (John Reynolds or Mary Fisher). It's nice to meet you.
 - a. **We're glad to meet you, too.**
 - b. It's a pleasure to speak with you.
 - c. What a wonderful day!
 - d. Let's call it a day.

5. I'm ready for today's task assignment.
 - a. I beg your pardon.
 - b. **Sure. Let's have a short meeting after your orientation.**
 - c. I think it'll be given to you next week.
 - d. May I have your profile?