

(Read this direction silently.)

- Ask your student to read aloud the vocabulary words. Then, ask your student to read aloud and complete the sentences. Note that your student cannot see the underlined words.

recruitment (n.)

applicant (n.)

accurate (adj.)

tentative (adj.)

business as usual (idiom)

1. Despite the typhoon, it is business as usual in the office.
2. The recruitment of additional employees was canceled.
3. I don't need the accurate number; an estimate is enough.
4. Out of 13 applicants, only 5 passed the initial interview.
5. Since the committee has not yet decided, the venue for the convention stays tentative.

(Read this direction silently.)

- Read the whole dialogue with your student.
Make sure your student fills in the blanks using the words in Activity 1.
Note that your student cannot see the underlined words.

(Ms. Elvington of Recruitment Team enters the Training Department office...)

TUTOR Good Afternoon, Ms. Elvington.
How is the (1) recruitment of production operators going?

STUDENT Good Afternoon, Ms. Miura. It's been going smoothly. As a matter of fact, I'm here to talk to you about the number of successful (2) applicants to be trained next month. Do you have a second?

TUTOR Definitely. We're actually looking forward to receiving (3) accurate details, so we can start with the initial preparations.

STUDENT Is that so? Well, my timing is perfect, then. Okay, please refer to this chart.

(Ms. Elvington hands over a document...)

TUTOR Hmm... So, we are to expect a total of 48 trainees. Did I get it right?

STUDENT You're right. We will be endorsing 23 trainees on May 3, 11 trainees on May 5, and 14 more on May 21 – a total of 48 trainees.

TUTOR Got it. When is the deployment of successful trainees?

STUDENT We are still waiting for the confirmation from the production team, but the (4) tentative deployment is on June 7th.

TUTOR I'll take note of that. Should there be any changes, please do inform us.

STUDENT Certainly, but for now it's (5) business as usual in our processes.

(Read this direction silently.)

➤ Read aloud the following passage to your student twice. Then, ask the question below.

Please listen carefully as I read a passage.

In the corporate world, a systematic way of passing of information is rather important. Dissemination of vague details could lead to different interpretations, which might cause further confusion among associates. Such incidents often delay processes. To avoid this, relaying of information should be done comprehensively.

Please answer the following question:

According to the passage, what could dissemination of vague details lead to?

(Read this direction silently.)

➤ Ask your student to read the text aloud. Then, ask the question below.

Please read the text.

Your boss asked you to relay some changes concerning tomorrow's presentation to your coworker. While waiting for your coworker, you received an important call. Your coworker finally arrived, but you were still on the phone. After the call, you realized that your coworker has left and put a note on your desk saying he was going to meet a client which might extend after office hours.

Please answer the following question:

How do you deal with the situation?