

(Read this direction silently.)

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

Please read after me.

Word	Definition	Sample Sentence
n. HR Department (Human Resources)	a department in a company handling employee relations	I am Bless Morgan from the HR Department .
v. discuss	to talk about something with someone	Today, we are going to discuss your work schedule.
n. work schedule	timetable at work	What will be my work schedule ?
v. report to work	to go to the office to do tasks	What time should I report to work ?
v. clock in	to record the time that one starts working	You are advised to clock in at least 5 minutes before 9:00am.
n tardiness	habit of being late	Clock in at least 5 minutes before 9:00am to avoid tardiness .
n. pl. breaktimes breaktime	a scheduled time where workers stop working for a short period of time	Here at ZZZ Corporation, we have two breaktimes .

(Read this direction silently.)

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

TUTOR Good morning, Mr. Sakai. I am Bless Morgan from the (1) **HR Department** and today we are going to (2) **discuss** your (3) **work schedule**.

STUDENT Good morning, Ms. Morgan. What will be my work schedule? What time should I (4) **report to work**?

TUTOR Please report to work at 9:00am. You are advised to (5) **clock in** at least 5 minutes before 9:00am to avoid (6) **tardiness**.

STUDENT Noted, Ms. Morgan. What time should we take our break?

TUTOR Here at ZZZ Corporation, we have two (7) **breaktimes**.
Lunch break is from 12:00nn to 1:00pm and the 15-minute break in the afternoon starts at 3:00pm. Do you have any questions, Mr. Sakai?

STUDENT No, I do not have any questions. I understand now, Ms. Morgan. Thank you very much.

➤ After you read the whole dialogue, ask your student what words to fill in the blank (1) to (7).

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. What are we going to discuss today?
 - a. We discussed some problems with friends.
 - b. They discussed personal matters.
 - c. **Today, we are going to discuss your work schedule.**
 - d. Today, we discussed your work schedule.

2. What time should I report to work?
 - a. **Please report to work at 9:00am.**
 - b. Please rest during the weekend.
 - c. Please report on Wednesday.
 - d. Please submit your report at 9:00am.

3. What time should we take our break?
 - a. You will be breaking records.
 - b. **Your break time is at 12:00nn until 1:00pm.**
 - c. You will have a break after your work is done.
 - d. Your break time depends on you.

4. Do you have any questions, Mr. Sakai?
 - a. Any question is fine.
 - b. That question is irrelevant.
 - c. Yes, questioning is good.
 - d. **No, I do not have any questions.**

5. What time will be my 15-minute break?
 - a. Your 15-minute break will be from 3:00pm to 3:30pm.
 - b. Your 15-minute break will be from 3:15pm to 4:00pm.
 - c. **Your 15-minute break will be from 3:00pm to 3:15pm.**
 - d. Your 15-minute break will be from 3:00pm to 3:50pm.