

EXERCISE 2

Fill in the blanks and read the dialogue.
空欄を埋めて、ダイアログを読みましょう!

To : Vincent Garcia
From : Maria Means
Subject : Vacation request
Date : April 20

Dear Mr. Garcia,

This is to notify you that your special vacation request has been approved. Your immediate supervisor, Ms. Kendrick, has granted her permission for you to _____ from work between May 2 and May 15, inclusive.

Your _____ encompasses 10 business days. These days fall outside the 15 _____ allotted to you in your employment _____. Accordingly, €1,630 will be deducted your monthly salary in June.

You must _____ that your work will be covered _____ . Kindly schedule a meeting with Ms. Kendrick and a representative from the HR office within one week of your departure date. _____, you will be required to submit a _____ your ongoing projects.

Please acknowledge these requirements with a _____ this message. _____ have any questions or concerns, do not _____ to contact me.

Best regards,
Maria Means
Human Resources

FOLLOW UP QUESTIONS | 関連情報

Question 1

» What has been decided about Mr. Garcia's request?

Answer 1

- a. He must return to work by May 2.
- b. He will be allowed to transfer.
- c. He can receive his full salary in June.
- d. He may take time off.

Question 2

» What is NOT a requirement for Mr. Garcia?

Answer 2

- a. Arranging to meet his supervisor and another person
- b. Submitting his flight information to the HR office
- c. Preparing a report about his current work
- d. Verifying that his work will be taken care of

EXERCISE 3

Practice speaking using the following scenarios.
それぞれの状況に沿って、スピーキングを練習しましょう!

Talk 1

You work in the human resources department. Martin Folsom (your teacher), a young employee in the sales department, has been selected to attend a management training course in London next year. Stop by Martin's desk and inform him of this decision.

Talk 2

You work in the payroll department. Christina Davis (your teacher), who has worked in the accounting department for five years, has decided to leave the company on Friday, November 30. She is entitled to 10 paid vacation days per year, but she has only taken five days off this year. As a result, she can receive her full salary for the month if she works until Friday, November 23. Explain this to Christina.

Talk 3

You work in the administration department. Fred Blovik (your teacher) is a new employee who started work this morning. You have taken Fred's photo in order to make a security badge for him. The badge will be ready by lunchtime. Call Fred at his desk and politely request that he stop by the security desk on the first floor and pick up his badge before he leaves for lunch.

WORDS & PHRASES | 単・熟語表現の紹介

- » immediate supervisor / 直属の上司 » grant one's permission / 許可を与える » inclusive / 包括的な、全ての
» encompass / 含む » business day / 営業日 » fall outside / 枠に入らない » allot / 割り当てる » ongoing / 進行中の

HOMEWORK

Writing 1

You work in the customer service department of a company that manufactures hard disk drives for computers. A customer, Susan Velz, called to say that her computer, equipped with one of your company's disks, is not working properly. You told her that the company will replace the disk for free. Write a follow-up letter to Ms. Velz. Inform her that warranty covers this problem. As a result, there will be no charge to replace the disk. Politely request that Ms. Velz remove the disk from the computer and return it.

Writing 2

You work for the admissions department of Morton University. The university grants scholarships to some students to help them afford tuition. Write a letter to Carlita Suarez, an applicant. Inform her that she has been accepted to attend Morton University. In addition, the university will offer her a scholarship of \$5,000. Politely request that she complete the registration forms you have enclosed and return them by July 5.