

No.

Topic: First Day at Work (出勤初日)

Material: Business English (Office Situation)

Obejectives:

At the end of the lesson, the students will be able to:

1. Learn some useful expressions commonly used during job interviews.
2. Learn to construct grammatically correct sentences.
3. Have an idea on what will be the questions of the interviewer.

WARM-UP: IDENTIFICATION

Directions: Identify which of the following actions are positive or negative during the first day at work. (下記のトピックスは良い事か悪い事か分けてください)

- Wake up late
- Get to know the co-employees
- Come to the office at least 15 minutes before the time
- Be silent and never talk unless the boss talks
- Study the nature of the job and the company
- Do something productive

POSITIVE	NEGATIVE

VOCABULARY

Wonderful	Ride	Foreign Markets
Accounting Department	Marketing Department	Responsible
Cafeteria	Legal Assistant	Give you a tour in the Office
Great Company	Photocopier	Feel free
Human Resource Department	See me in my office	

DIALOGUE

Scenario: Yan is a new company employee. It's her first day at work and she initiates making friends with her co-employee.

Yan: Good morning. My name is Yan.

Jane: Hello, Yan my name is Jane.

Yan: Jane, it's nice to meet you.

Jane: Nice to meet you too, Yan. Is this your first day of work?

Yan: Yes, it is. How about you?

Jane: I've been working in this company for 5 years now.

Yan: Wow! That's wonderful.

Jane: Would you like me to give you a tour in this office?

Yan: Sure, I would love that!

Jane: Okay! Let's go! Upon entering the office, you will see the Marketing Department. This department focuses on advertising the company's product. Right beside it is the Accounting Department. Its primary role focuses on the company's financial matters like our salary.

Yan: Oh, I see. If there are documents I wanted to photocopy, where should I go?

Jane: The photocopier is beside the Exit door at the back. Don't worry, if there are things you wanted to ask, feel free to approach me.

Yan: That's really helpful of you, Yan.

Jane: No problem.

DIALOGUE BUILDING

Directions: Practice a conversation with your teacher.

下記の会話を先生と完成させましょう

John: This is your first day of work, right? How was your ride going here? Were you caught with heavy traffic?

Peter: It was _____.

John: Oh. You'll get used to it. / Okay. Let me show you your desk.

Peter: Yes, I would like to _____.

John: This is where you'll do your work. If you need papers or clips, just approach me. My desk is near the Human Resource Department.

Peter: Oh, I see.

John: Am I going to share this office with someone?

Peter: Yes. You'll work with Neil.

John: That's wonderful. I'm looking forward to meet him.

John: This is our Legal Assistant, Sarah.

Peter: Hello. _____.

John: You will be in charge of the Foreign Markets.

Peter: Okay. I understand.

John : Do you have any questions?

Peter: _____

John: Yes, you may. For now, that's it. If you have any concerns, just see me in my office.

QUESTION AND ANSWER : 質問に答えましょう。

1. What's the first thing on your mind during your first day of work?
2. What did you feel during the first day of your work?
3. What did you feel when your Boss discussed the specific work you will do?
4. Who was the first person you befriended?