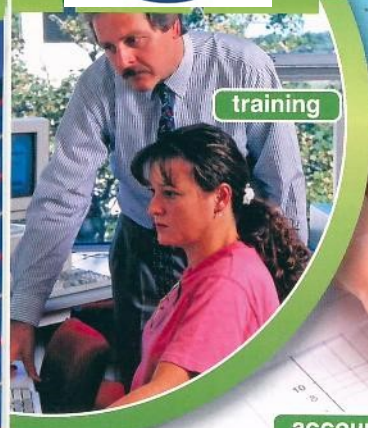


# Departments

Name: \_\_\_\_\_  
 Date: may 25th 2020



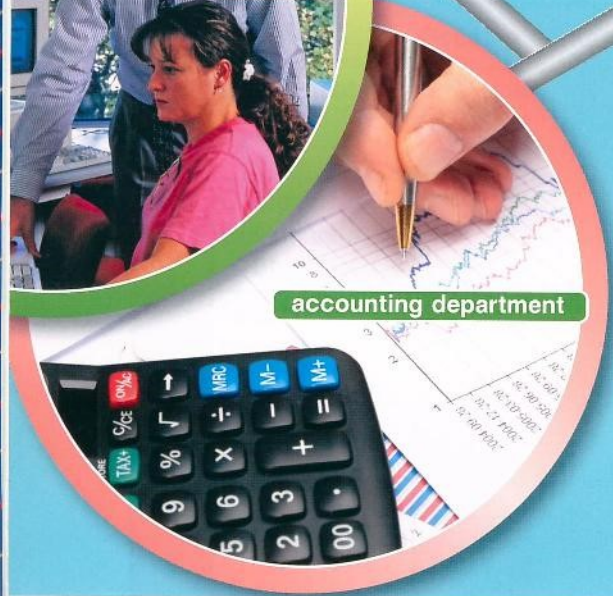
training



IT department



payroll department



accounting department

## Get ready!

1 Before you read the passage, **Antes de leer el texto responde estas preguntas** talk about these questions.

- 1 What are some departments into which a company is typically divided?
- 2 Which departments help employees do their jobs?

## Reading Lee el texto del manual del trabajador. Luego, selecciona las respuestas correctas.

2 Read the excerpt from an employee handbook. Then, choose the correct answers.

- 1 What is the main purpose of the passage?
  - A to explain company rules and policies to employees
  - B to introduce employees to the company's mission
  - C to familiarize employees with major departments
  - D to assign employees to major departments
- 2 Why should employees be familiar with the departments?
  - A to help them understand how the company is organized
  - B to make sure they have current information
  - C to prepare for moving to the Yukon St. office
  - D to allow them to be transferred easily
- 3 What should employees do with expense receipts?
  - A email them to the Yukon St. office
  - B mail them to the Payroll office
  - C bring them to the Human Resources department
  - D deliver them to the Accounting office

## LOGAN'S FARM SUPPLY

### Employee Handbook Farm Equipment Division

Welcome to the team! Our team members are our greatest resource. We take great pride in the **training** we offer to new **personnel**. Our goal is to help you succeed with us.

One key to success is understanding how our company is organized. This is important for employees in all **departments**. Whether you're in **sales, marketing, or production**, you should be familiar with the following departments:

**Payroll:** Payroll is located at the Yukon St. office. Make sure they have your current information. You wouldn't want your wages sent to the wrong address!

**Accounting:** Accounting is located down the hall from Payroll. Please bring expense receipts to the Accounting office in person.

**IT:** IT has offices in both the Yukon St. office and at the downtown production facility. Contact numbers for IT team members are posted on every computer.

**Human Resources:** Human Resources is located on the top floor of the Yukon St. office. Our door is always open.

## Use las palabras o frases (1-7) con las definiciones (A-G)

### Vocabulary

3 Match the words or phrases (1-7) with the definitions (A-G).

- |                 |                |                      |
|-----------------|----------------|----------------------|
| 1 __ department | 4 __ payroll   | 7 __ human resources |
| 2 __ IT         | 5 __ personnel |                      |
| 3 __ production | 6 __ marketing |                      |

- A a part of a company with particular responsibilities
- B a business's employees
- C the part of a company responsible for a business's employees
- D the part of a company responsible for distributing wages
- E the part of a company responsible for creating what a company sells
- F the part of a company responsible for advertising its products
- G the part of a company responsible for its technology

Lee los pares de oraciones. Elige cual frase o palabra es la más apropiada para cada espacio en blanco

4 Read the sentence pairs. Choose which word or phrase best fits each blank.

1 division / training

- A The new employees read the \_\_\_\_\_ manual.  
 B Every \_\_\_\_\_ was important to the company's success.

2 accounting / sales

- A The \_\_\_\_\_ department needed the employee's travel receipts.  
 B The \_\_\_\_\_ department was responsible for half the year's profits.

5 Escucha y lee el manual nuevamente, ¿Cuál es la mayor responsabilidad del departamento de remuneraciones?

Listening Escucha la conversación. Marca true (T) o false (F).

6 Listen to a conversation between a manager and an employee. Mark the following statements as true (T) or false (F).

- 1 \_\_\_ The man still needs to get a username and password.  
 2 \_\_\_ Payroll needs photo identification from the man.  
 3 \_\_\_ The man has already visited payroll once before.

Escucha nuevamente y completa la conversación.

7 Listen again and complete the conversation.

- Manager: Have you visited 1 \_\_\_\_\_ yet?  
 Employee: Not yet.  
 Manager: You need to 2 \_\_\_\_\_ there today to give them your information.  
 Employee: No problem. What do 3 \_\_\_\_\_ to bring?  
 Manager: You'll need 4 \_\_\_\_\_ things. 5 \_\_\_\_\_ you have a photo ID, a document verifying your citizenship, and something that verifies your current mailing address.  
 Employee: Does that need 6 \_\_\_\_\_ an official document?

Con un compañero(a) prepara un dialogo con la información entregada abajo.

## Speaking

8 With a partner, act out the roles below based on Task 7. Then, switch roles.

USE LANGUAGE SUCH AS:

- Have you ...  
 You'll need ...  
 Make sure ...

Student A: You are a company manager. Talk to Student B about:

- getting started at the company
- the information payroll needs
- getting a parking pass

Student B: You are a new employee at a company. Talk to Student A about getting started.

Usa el diálogo del ejercicio 8 para completar el formulario de retroalimentación del nuevo empleado.

## Writing

9 Use the conversation from Task 8 to complete the new employee feedback form.

### LOGAN'S FARM SUPPLY Employee Orientation Feedback Form

How did your department manager help you become familiar with company policies?

\_\_\_\_\_  
 \_\_\_\_\_

What was the most helpful thing your manager or the human resources department did to help you get started?

\_\_\_\_\_  
 \_\_\_\_\_

How else could your department help you become familiar with our company?

\_\_\_\_\_  
 \_\_\_\_\_