

UNIT 6

Personnel

Listening Step 1

❖ 音の脱落

子音で終わる単語と子音で始まる単語が続いている場合、前の単語の語尾が脱落することがあります。しっかりと発音できるようにすることで、リスニングの力を伸ばすことができます。

spend + time = spend time
 子音 /d/ で終わる 子音 /t/ で始まる /d/ + /t/ = /t/

CD 27 2 語

intensive research	first class	wide variety
send me	send back	part-time
revised version	next stop	what kind
sales staff		

フレーズ

I need to talk to the manager.

Please get this revised document.

The first time I went there was some years ago.

What kind of movies do you like to watch?

CD 28

EXERCISE

音声を聴いて、空所に適切な語を書きなさい。

- Robert will _____ of the new employee orientation.
- The number of employees has _____ drastically over the past two years.
- What _____ of experience do you have?
- Please don't _____ to contact me if you have any questions.
- We'll offer every new employee _____ training.
- Emi was _____ to the headquarters as of September 1.
- The _____ step will be an interview with the personnel manager.
- Once I have received your résumé, I'll _____ back to you.
- _____ workers are not eligible for paid vacation.
- Ten people have applied for the position of _____ staff.

A 次の設問と選択肢を読み、音声を聴いて答えなさい。

Where are the listeners?

- (A) In the company cafeteria
- (B) In the food section of the store
- (C) In the food factory
- (D) In the car assembly plant

B もう一度音声を聴いて、空所に適切な語を書きなさい。

Hello, new _____. I'd like to welcome all of you to the leading company in the food _____, TMG Food Services. For three days, we are going to have the _____ session, starting with a tour of our main _____ at TMG, and during the next two days, you'll meet your section manager and team members. Now, before we enter the building in front of you, please be sure to put on the gloves, the mask, and the hat to _____ food items. You have to do the same every time you go into the factory. Also, please carry your employee _____ card with you wherever you go. OK, let's go into the building.

C スピーチの内容として正しいものにはTを、誤っているものにはFを選びなさい。

- 1. The listeners have just joined the company. (T / F)
- 2. The last activity is a tour of the factory. (T / F)
- 3. The listeners must wear protective gear. (T / F)
- 4. The company is still small. (T / F)

Listening **Step 3**

CD 30

Part 2

Select the best response to the question or statement.

1. Mark your answer on your answer sheet.
2. Mark your answer on your answer sheet.
3. Mark your answer on your answer sheet.

(A) (B) (C)

(A) (B) (C)

(A) (B) (C)

CD 31

Part 4

Select the best response to each question.

4. What is Lightline Fiber's relationship to Redstone Technology?
(A) A partner
(B) A subsidiary
(C) A competitor
(D) A supplier
5. Why was George Livingstone hired by Redstone Technology?
(A) To develop new lines of products
(B) To launch a new business
(C) To improve productivity
(D) To increase market share
6. What does the woman ask the participants at the meeting to do?
(A) Send a memo to Mr. Livingstone
(B) Get together with Mr. Livingstone
(C) Discuss Mr. Livingstone at the next meeting
(D) Convince Mr. Livingstone to join the company

Reading **Step 1**

❖ 分詞

現在分詞

現在分詞には「…している」という意味の形容詞的用法があります。現在分詞が単独のときは名詞を前から修飾し、ほかの語句を伴うときは名詞を後ろから修飾します。

Changing jobs in the late 20's is a **growing trend** in Japan now.

《the trend is growing の関係》

The **increasing number** of bilingual employees has helped the company expand their international market.

《the number is increasing の関係》

Those applying for the position will have an interview with an employee in the personnel department.

《those are applying の関係》

過去分詞

過去分詞には「…された」「…される」という意味の形容詞的用法があります。現在分詞と同じく、単独のときは名詞を前から修飾し、ほかの語句を伴うときは名詞を後ろから修飾します。

Qualified applicants should have at least two years of experience in the field.

《the applicants are qualified の関係》

My background information is included in the **enclosed résumé**.

《the résumé is enclosed の関係》

For my background information, please look at **the résumé enclosed** in the envelope.

《the résumé is enclosed の関係》

EXERCISE ///

それぞれのかっこの中で適切な方を選びなさい。

1. All the employees will have lunch with the newly (appointing / appointed) manager.
2. For those who are interested in the position, please visit our Web site for (detailing / detailed) information.
3. Anyone (wishing / wished) to participate in the Spanish class must submit the registration form to the personnel office.
4. New employees were required to attend the orientation session (holding / held) in the auditorium yesterday.
5. The personnel department has set up a course (specializing / specialized) in direct marketing.
6. A (growing / grown) number of companies decide employee salaries based on employee evaluation.

Reading **Step 2**

A 次の設問と選択肢を読み、本文を読んで答えなさい。

What is required for the position?

- (A) A university degree
- (B) A familiarity with design
- (C) Editing experience
- (D) Fluency in two languages

Sightseeing Magazine Editor Wanted

Are you looking for an opportunity to advance in your career as an editor? We are currently seeking an experienced editor for a local magazine featuring tourist sites. Responsibilities include writing articles, organizing other editors, and planning contents. Qualified applicants must have at least four years of related work experience. Familiarity with layout design preferable. The successful candidate will start working as early as next week. If you are interested in the position, please send your résumé, and a copy of some magazine articles you edited, to Wayne Collins at wcollins@sightseeing-mag.com no later than September 13. We will contact qualified applicants only, and schedule an interview.

B もう一度本文を読み、正しいものにはTを、誤っているものにはFを選びなさい。

- 1. The job requires conducting interviews. (T / F)
- 2. The applicants should get in contact by phone. (T / F)
- 3. The magazine introduces places to visit. (T / F)
- 4. The advertisement mentions hiring procedures. (T / F)

Reading **Step 3**

Part 7

Select the best answer for each question.

Questions 1–2 refer to the following letter.

.....

• Mr. Ross Kennedy
• Kennedy and Associates
• 18-20 Georgina Street
• Newtown NSW 2044

• Dear Mr. Kennedy,

• I am more than pleased to be writing this character reference for Dieter Maas. In
• the four years that I have known him, three of which he has been an employee at
• my small architectural firm, he has proved himself to be a very reliable individual.

• I have always been impressed with Dieter's sense of professionalism. His attention
• to detail has always ensured that the job is done well. In addition to being well-
• respected in his field of residential architecture, he is a popular staff member who
• is a pleasure to work with. His work for housing projects in disadvantaged areas
• reflects a committed social conscience.

• I hope that you will consider having Dieter on your team. While we will be sorry
• to lose him, we understand his wish to develop his career in a much larger firm.
• There is no doubt he will be an asset to your staff.

• Sincerely,

• Prabaker Shenoy
• Shenoy Residential Architects

.....

1. How long did the writer work with Mr. Maas?

- (A) One year
- (B) Two years
- (C) Three years
- (D) Four years

2. Who is considering hiring Mr. Maas?

- (A) Prabaker Shenoy
- (B) Ross Kennedy
- (C) A housing project
- (D) A small architectural firm