



English as a Second Language Podcast



ESL Podcast 10 - Training a New Employee

Tags: Business

Even though I've only **been on the job** for six months, my manager asked me to **train** the **new hire**. She was starting today and when she arrived, we got down to business.

Akira: So, the first thing I'll do is **to give** you a **run down** of the **duties** of the job. Your main **responsibilities** will be to **ensure** that the reports are finished each week, make any **adjustments** that need to be made, and **distribute** them to each department. Is that clear so far?

Frances: Sure. That seems **pretty straightforward**. Who do I report to?

Akira: Your **immediate supervisor** is Ida Funck. We all **work under** her in this department. Okay, here's the **employee manual**. **Make sure** you read it.

Frances: Great. Thanks. Now, when do I get a **break**?

Akira: A break? You've been here a half an hour.

Frances: Has it been that long? I need some coffee.

Needless to say, it was a very, very long day.

Script by Dr. Lucy Tse