

1 Departments



training



IT department



payroll department



accounting department

Get ready!

1 Before you read the passage, 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

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.

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

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 Listen and read the handbook again. What is a major responsibility of a company's payroll department?

Listening

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.

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?

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.

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?
