

Activity

10.3

Welcoming a New Employee

เมื่อมี new employee (พนักงานใหม่) เข้ามาทำงานวันแรก การกล่าวต้อนรับ และทักทายเป็นมารยาทที่ดี โดยเฉพาะผู้ที่ทำงานในส่วนงานทรัพยากรบุคคล

Exercise A A new marketing officer is talking to an HR officer about the organization chart. Listen to the conversation and answer the questions.

สื่อเสริม
การเรียนรู้



<https://eqrco.de/a/XHO19f>

1 Adam : Good morning, my name is Adam Lee. I'm the new marketing officer.

2 Nan : It's nice to meet you, Adam. Welcome to our company. I think it would be good to take this opportunity to show you who's who in the office.

3 Adam : That would be great.

4 Nan : Have a look at this organization chart, Let's start at the top. Karen Thompson is the President. Then we have several vice presidents for different parts of the company.

5 Adam: Oh, I see.

6 Nan : VP of HR, VP of Sales & Marketing, VP of Engineering and VP of Management Information System

7 Adam : How many departments are there?

8 Nan : Eight departments.



Write short answers for the questions about the above conversation.

- 1 Who is Adam? _____
- 2 What are they having a look at? _____
- 3 What does HR stand for? _____
- 4 What does VP stand for? _____
- 5 Which department is Adam likely to work in? _____

Exercise C Read the notice below about appointment and answer the questions.



AP Thai News broadcasting Company Limited

Important Notice for Appointment

Re: Appointment of positions in July 2024

To rationalize our organizations, the company has decided to appoint the following positions as follows:

	Previous position	New position
1. Mr. Pradeep Unni	Assistant Vice President- Engineering	Vice President- Engineering
2. Mr. Salil Wanchai	Department Manager- Engineering	Assistant Vice President- Engineering
3. Ms. Sunisa Jaidee	Senior Engineer	Department Manager- Engineering

This appointment will be effective from 15 July 2024. Please be informed accordingly.

Dusit Chalermsaeng

Chairman of Executive Committee

Question: From the above notice for appointment, circle the correct answer.

- Who will become the new Vice President of Engineering?
a. Mr. Pradeep b. Mr. Salil c. Ms. Sunisa d. Mr. Dusit
- What does *Re* refer to?
a. subject b. carbon copy to c. blind copy to d. recipient
- What is the Thai meaning of *Department Manager of Engineering*?
a. วิศวกรอาวุโส b. ผู้จัดการแผนกบัญชี
c. ผู้จัดการแผนกวิศวกรรม d. ผู้ช่วยผู้จัดการแผนกวิศวกรรม
- What is the Thai meaning of *effective*?
a. มีผลที่น่าพอใจ b. มีผลต่อเนื่อง c. มีผลกระทบ d. มีผลบังคับใช้
- When will this appointment be effective?
a. 15 May 2024 b. 15 June 2024 c. 15 July 2024 d. immediately

