

Name:

Class:

Read the following dialogue then fill in the table based on it!

Man : Good morning, Ms. Randolph. My name is Batara Surya. I'm from data processing department.

Woman: Good morning Mr. Surya. What can I do for you?

Man : This morning I read information about an external training course and I think I'm interested in it.

Woman: That's good, Mr. Surya. The human resources department is looking for the position of senior computer analyst. This position is open to any employee in this company.

Man : Oh, that's wonderful, Ms. Randolph

Woman: Thank you, Mr. Surya. To be able to take the course, you have to do a preliminary interview. Now the first step is to complete the form.

Man : Okay. I'll try my luck, then.

Woman: Good. Let me write your name on the form. Batara Surya from data processing department. Is your office in the C building near the parking lot?

Man : Yes, that's correct. What's the name of the organization that conduct this training course, Miss?

Woman: Media Informatika Nusantara. This organization is certified to conduct training in some leading companies in Indonesia

Man : Incredible. I think I'll be taking the computer analyst course. May I know how much the course cost?

Woman: It's \$ 350, but this will be at your own expenses, Mr. Surya. The company doesn't reimburse the cost of this course

Man : I understand, and when does the course start?

Woman: It lasts for 6 months and it starts on the beginning of this month.

Man : Thank you for the information, Ms. Randolph.

Woman: One moment Mr. Surya. What's your office number?

Man : It's 22-86-70 extension 4

Woman: Thank you, Mr.Surya and good luck.

EXTERNAL TRAINING INFORMATION FORM

Employee name	
Department name	
Phone number	
Building	
Location of building	
Prerequisite to take the course	
Training organization	
Course name	
Course cost	
Course start	
Course length	
The position needed	