

PROCESS REVIEW MEETING REPORT: SKILLS, NEEDS, AND INTERACTIONS

Instructions: Read carefully. 25 of the words are missing from the text. Fill in the blanks with the missing words based on the information you know so far.

INTRODUCTION

My name is María González Ramírez, I am the Production [1] _____ at TechMan Solutions, and my [2] _____ email is m.gonzalez@techmansolutions.com. I am writing to present the Process Review Meeting Report, which includes a brief technical [3] _____ of the current operational status and several [4] _____ for improvement. Each section highlights key [5] _____ and recommendations that aim to enhance efficiency, safety, and communication within our workplace.

PARAGRAPH 1: SKILLS, POSSIBILITIES, AND PERMISSIONS (CAN, COULD, MAY)

To begin with, it is clear that the team possesses essential skills and is capable of performing various technical tasks efficiently. For instance, Ruben can operate the CNC [6] _____ safely on a daily basis, and Maria is able to use the new production scheduling [7] _____ effectively. Moreover, I can identify bottlenecks in the assembly line and train other team members. In addition, the production line could potentially run [8] _____ with specific adjustments. Furthermore, the sensors could be recalibrated to enhance their [9] _____. Finally, we have permission to access maintenance records and to test new safety [10] _____ before the next evaluation.

PARAGRAPH 2: SUGGESTIONS, NEEDS, AND OBLIGATIONS (SHOULD, MUST, HAVE TO)

Regarding safety protocols and operational responsibilities, several recommendations and mandatory actions must be addressed. First, we should implement measures such as wearing helmets and [11] _____. Additionally, we ought to replace the old conveyor belts, as they significantly hinder [12] _____. Equally important, workers must wear protective gloves in areas like the paint [13] _____. On a routine basis, we have to maintain all machinery and tools weekly to avoid [14] _____. Furthermore, there is a need to improve lighting in the [15] _____ area.

PARAGRAPH 3: INVITATIONS AND FORMAL RESPONSES (WOULD LIKE, POLITE ACCEPTANCES AND REFUSALS)

Finally, in terms of formal interactions and invitations, a positive and collaborative attitude has been consistently expressed. For example, I would like to attend the upcoming workshop on lean [16] _____, and my team would also like to participate in the safety [17] _____. Furthermore, I would like you to present the new process improvement [18] _____. In addition, I would like to carefully review the report before the final [19] _____. If I were invited to the international engineering conference, I would gladly express my [20] _____.

CONCLUSION

In conclusion, this Process Review Meeting Report outlines the current capabilities, necessary improvements, and formal communication practices within our team. By addressing the identified [21] _____ and following the recommended actions, we can enhance overall [22] _____, safety, and teamwork. I look forward to continuing our collaborative [23] _____ to maintain high standards and achieve our [24] _____ goals. Thank you for your [25] _____.