

Introduce Oneself & Workplace (Listening & Reading Skills)

Level: Vocational Certificate 1 yr.

Topic: Introducing oneself, workplace, roles, and polite expressions



PART 1: LISTENING TASKS

Task 1: Vocabulary Listening Match

No	Vocabulary	Meaning
1		ผู้ช่วย
2		ผู้จัดการ
3		ผู้อำนวยการ
4		เจ้าหน้าที่ต้อนรับ

PART 2: READING and LISTENING TASKS

Reading Passage

Welcome to Our Office

Good morning. Let me introduce myself.

My name is Pimnara. I work in the Public Relations Department.

Our department is responsible for giving information and support to visitors.

We also help answer questions and guide people to the right section.

If you need help, please let me know.

Thank you and have a nice day.

Listening Comprehension

5. What is her name?

- a)
- b)
- c)

6. Which **department** does she work in?

- a)
- b)
- c)

7. What does her department **provide**?

- a)
- b)
- c)

8. How does she close her **message**?

- a)
- b)
- c)