

PROCESS REVIEW MEETING REPORT: SKILLS, NEEDS, AND INTERACTIONS

Instructions: Listen carefully to the audio. 25% of the words are missing from the text. Fill in the blanks with the missing words based on the information you hear.

My name is María González Ramírez, I am the Production [1] _____ at TechMan Solutions, and my contact email is [2] _____. I am writing to present the Process Review Meeting [3] _____, which includes a brief technical [4] _____ of the current operational status and several [5] _____ for improvement. Each section highlights key [6] _____ and recommendations that aim to enhance [7] _____, safety, and communication within our [8] _____.

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

To begin with, it is clear that the team possesses [9] _____ skills and is capable of performing various [10] _____ tasks efficiently. For instance, Ruben [11] _____ operate the CNC machine safely on a daily basis, and Maria is able to use the new production [12] _____ software effectively. Moreover, I can identify [13] _____ in the assembly line and train other team [14] _____ on the updated procedures. In addition, the production line could potentially run [15] _____ with specific adjustments, which could also contribute to reducing [16] _____ during the packaging process. Furthermore, the [17] _____ could be recalibrated to enhance their accuracy. Finally, we have permission to access maintenance [18] _____ at any time and to test new safety [19] _____ before the next shift, which reinforces our [20] _____ to both safety and continuous improvement.

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

Regarding safety protocols and operational responsibilities, several [21] _____ and mandatory actions must be addressed. First, we should implement measures such as wearing helmets and [22] _____ to ensure workplace safety. Additionally, we ought to [23] _____ the old conveyor belts as soon as possible, as they significantly hinder [24] _____. Equally important, workers must wear protective [25] _____ in areas like the paint booth. On a routine basis, we have to maintain all [26] _____ and tools weekly to avoid malfunctions. Furthermore, there is a clear need to improve [27] _____ in the inspection area to guarantee precision and safety. We should also schedule training sessions [28] _____, especially for new hires. The team ought to report any detected [29] _____ immediately, and all employees must strictly follow the updated emergency [30] _____. Lastly, documentation related to new [31] _____ has to be updated, and maintenance tasks such as belt inspection and machine [32] _____ need to be prioritized this month.

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

Finally, in terms of formal interactions and [33] _____, a positive and collaborative attitude has been [34] _____ expressed. For example, I would like to attend the upcoming [35] _____ on lean manufacturing, and my team would also like to participate in the [36] _____ audit meeting. Furthermore, I would like you to present the new process improvement [37] _____, and I prefer to schedule our next team [38] _____ on Monday morning. In addition, I would like to carefully [39] _____ the report before the final submission, and I confirm that I would like to join the [40] _____ session. If I were invited to the international engineering [41] _____, I would gladly express my appreciation and confirm my [42] _____. Moreover, I would like to provide feedback on the current production [43] _____. On the other hand, if I had to decline an invitation [44] _____, I would say, "Thank you, but I can't attend the [45] _____." Conversely, a formal acceptance would be: "Thank you, I would be [46] _____ to attend the presentation." So, these responses demonstrate [47] _____ and effective communication in technical and corporate [48] _____.

CONCLUSION

In conclusion, this Process Review Meeting Report outlines the current [49] _____, necessary improvements, and formal communication [50] _____ within our production team. By addressing the identified needs and following the recommended [51] _____, we can enhance overall efficiency, safety, and [52] _____. I look forward to continuing our collaborative efforts to maintain high [53] _____ and achieve our operational [54] _____.