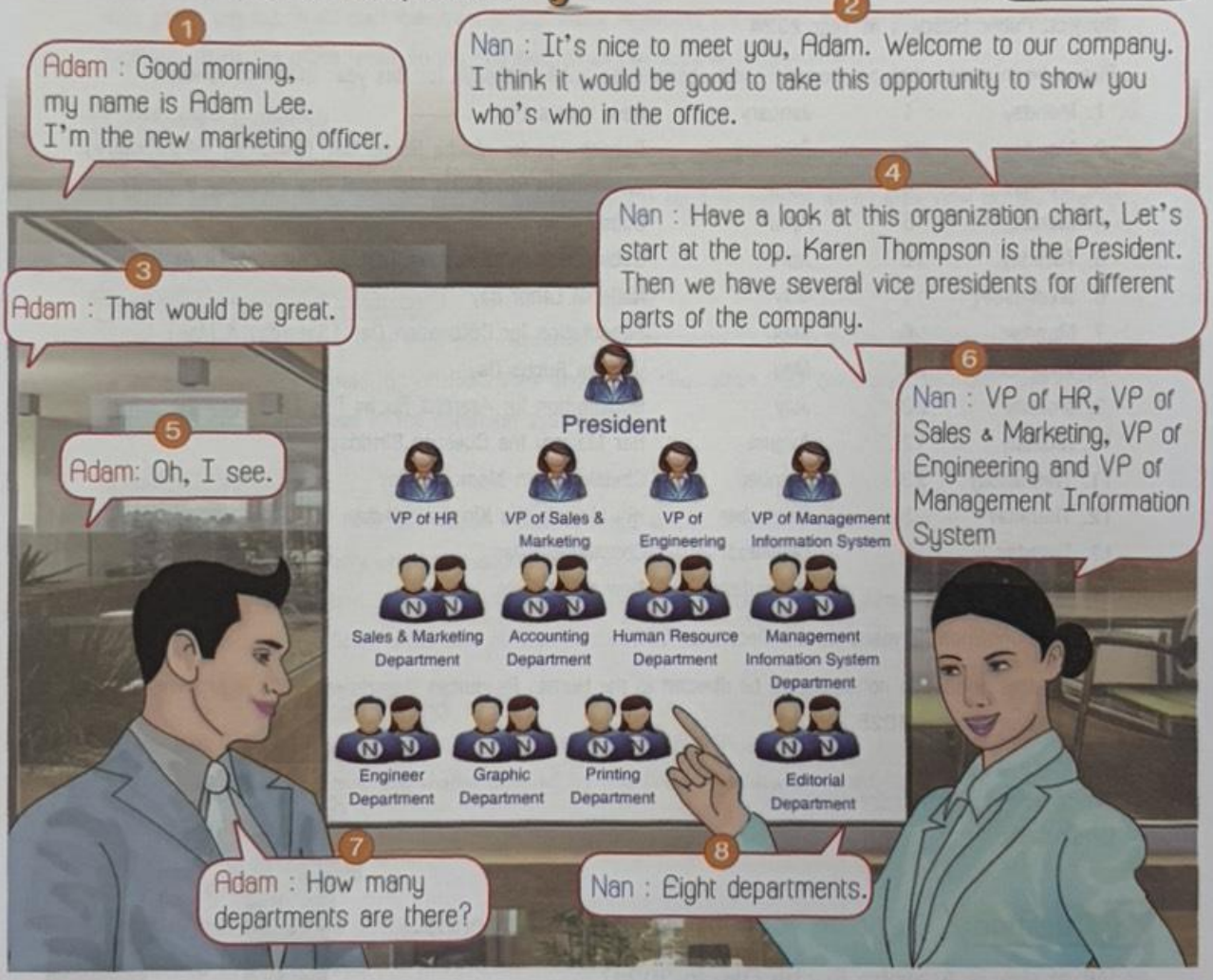
Activity 10.3 Welcoming a New Employee

สื่อเสริม การเรียนรู้

https://eqrco.de/a/XHOl9f

เมื่อมี new employee (พนักงานใหม่) เข้ามาทำงานวันแรก การกล่าวต้อนรับและทักทายเป็นมารยาทที่ดี 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.



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? _____

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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.

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

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