

Lesson 13

WORDS TO LEARN

conduct
generate
hire
keep up with
look up to
mentor
on track
reject
set up
success
training
update

Hiring and Training

Study the following definitions and examples.

1. **conduct** n., one's behavior; v., to hold, to take place, to behave
 - a. The trainees' conduct during training was unacceptable.
 - b. Interviews were conducted over a period of three weeks.
2. **generate** v., to create, to produce
 - a. The new training program generated a lot of interest among employees.
 - b. The job fair at the college campus should generate interest in our company.
3. **hire** n., an employee; v., to employ, to offer a job or position
 - a. The new hire has integrated well with his colleagues.
 - b. She was hired after her third interview.
4. **keep up with** v., to stay equal with
 - a. The workers were told that they must keep up with the changes or they would find themselves without jobs.
 - b. Employees are encouraged to take courses in order to keep up with new developments.
5. **look up to** v., to admire, to think highly of
 - a. Staff members looked up to the director because he had earned their respect over the years.
 - b. There are few people in this world that I look up to as much as I look up to you.
6. **mentor** n., a person who guides and instructs, a resource
 - a. The mentor helped her make some decisions about combining career and family.
 - b. One problem with many programs is that the mentors don't feel invested in the progress of the employees with whom they are working.
7. **on track** adj., on schedule; focused
 - a. If we stay on track, the meeting should be finished at 9:30.
 - b. You have a lot of work; if you can't stay on track, let me know immediately.
8. **reject** n., something that has been turned down; v., to turn down; to say no, to not accept
 - a. We put the rejects in this box.
 - b. Even though Mr. Lukin rejected their offer, they remained in contact.
9. **set up** adj., established, arranged; v., to establish, to arrange
 - a. Check with your supervisor to make sure that your office is all set up before you begin work.
 - b. Set up a time and place for the meeting and then inform everyone who is involved.
10. **success** n., an accomplishment; reaching a goal
 - a. The director's success came after years of hiring the right people at the right time.
 - b. When the manager won an award, he attributed his success to his colleagues.
11. **training** n., the preparation or education for a specific job
 - a. The new hire received such good training that, within a week, she was as productive as the other workers.
 - b. The training is designed to prepare all workers, new and old, for the changes that the company will face.
12. **update** v., to make current; n., the latest information
 - a. The personnel officer updated the employees on the latest personnel changes.
 - b. Our latest update shows that business is down 15 percent.

WORDS IN CONTEXT

Read the following passage and write the words in the blanks below.

conducted	keep up with	on track	successfully
generate	look up to	rejected	training
hires	mentor	set up	update

After the ads have been placed, and the interviews have been (1) _____, decisions have to be made. Who should the company bring onboard? Job offers are extended and they are either accepted or (2) _____. For those who accept the offer, the job search has been completed (3) _____. But for both the employer and the new hire, the job has just begun.

Companies want new employees to (4) _____ new business and new ideas as soon as possible. Before they can do that, the new (5) _____ need some (6) _____. All companies have unique expectations and methods of operating. Company trainers conduct workshops and seminars for both experienced and new workers. All employees must prepare for the future and continuously (7) _____ themselves in their field. Nowadays, workers are expected to (8) _____ the latest trends and information. Otherwise, they fall behind.

Many companies (9) _____ a mentoring program for new employees. The (10) _____ is usually an experienced manager or employee and should be someone whom the new employee can (11) _____. Mentors often review goals and objectives with their mentorees and help them to stay (12) _____.

WORD FAMILIES

noun	conduct	Your conduct during the meeting reflected poorly on the company.
verb	conduct	If you conduct yourself with professionalism, you will always impress your coworkers.
noun	conductor	The conductor gathered tickets before the first stop.

verb	generate	The purpose of the demonstration is to generate interest in the new product.
noun	generator	The generator goes on automatically when the electricity goes off.
adjective	generated	The sales that were generated by the giveaway surprised even the sales department.

verb	hire	The personnel director needed to hire 15 people within a week.
noun	hire	The new hire quickly gained a reputation for excellent work.
gerund	hiring	The hiring took the company much longer than expected.

verb	reject	The candidate rejected the offer the first time, but the second time she accepted it.
noun	rejection	Rejections are difficult, but you can learn something from them.
gerund	rejecting	Rejecting a job offer before you have it is not a smart thing to do.

verb	succeed	In order to succeed in this business, you must be persistent.
noun	success	Don't let success go to your head!
adjective	successful	The trainers were very successful with this last group of new hires.

verb	train	Even though you were trained on a Macintosh, you'll have to learn how to use a PC.
noun	trainer	The trainer stayed after the meeting to answer any questions.
noun	trainee	Each new employee spends six weeks as a trainee.

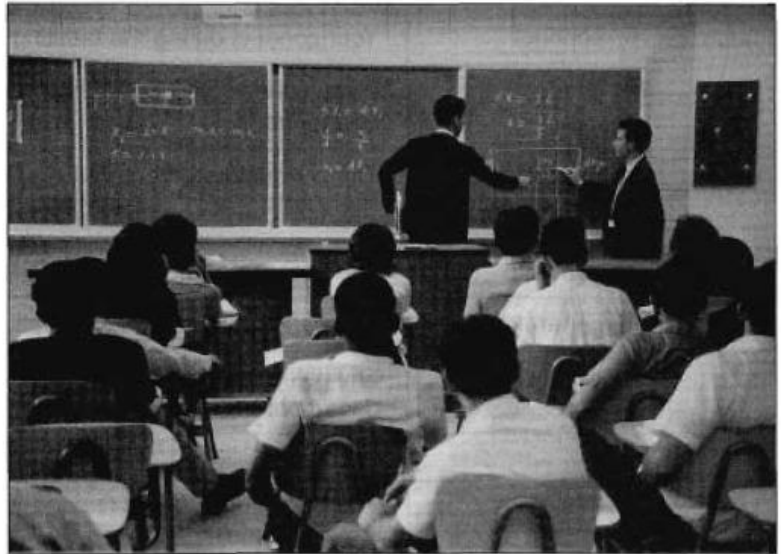
WORD PRACTICE

LISTENING COMPREHENSION



Part 1 Photo

Look at the picture and listen to the sentences. Choose the sentence that best describes the picture.



1. (A) (B) (C) (D)

Part 2 Question-Response

Listen to the question and the three responses. Choose the response that best answers the question.

2. (A) (B) (C) 3. (A) (B) (C)

Part 3 Conversation

Listen to the dialogue. Then read each question and choose the best response.

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| <p>4. What is the response to the training program?</p> <p>(A) Boredom.
(B) Confusion.
(C) Chaos.
(D) Enthusiasm.</p> | <p>6. What will the woman do now?</p> <p>(A) Join a discussion.
(B) Set up the room.
(C) Look for seating.
(D) Write a letter.</p> |
| <p>5. How long will the training program last?</p> <p>(A) One week.
(B) Two weeks.
(C) Three weeks.
(D) Four weeks.</p> | |

Part 4 Talk

Listen to the talk. Then read each question and choose the best answer.

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|---|--|
| <p>7. Who is listening to this talk?</p> <p>(A) New workers.
(B) Annual trainers.
(C) Patients.
(D) New mentors.</p> | <p>9. How long will they spend on the first activity?</p> <p>(A) Two minutes.
(B) Three minutes.
(C) Four minutes.
(D) Five minutes.</p> |
| <p>8. What will they do first?</p> <p>(A) Select participants for the program.
(B) Think of traits of good teachers.
(C) Generate a list of rules.
(D) Hear an update on sales figures.</p> | |

READING**Part 5 Incomplete Sentences**

Choose the word that best completes the sentence.

10. The presentation was _____ seamlessly, giving an impressive image of the team.
 (A) conduct (C) conducting
 (B) conducted (D) conductor
11. You need to consider how many new sales you _____ in comparison to how many standing clients put in orders.
 (A) generator (C) generating
 (B) generated (D) generation
12. After he was _____, he continued to take classes to upgrade his skills.
 (A) hiring (C) hired
 (B) hires (D) hire
13. Unfortunately, not all candidates can be offered a job; some have to be _____.
 (A) rejected (C) rejection
 (B) rejecting (D) reject
14. The _____ of the program depends on the active participation of everyone.
 (A) successfully (C) successful
 (B) succeed (D) success
15. In all my years of _____, I have never seen such a motivated group of new hires.
 (A) trainee (C) trains
 (B) training (D) trainer

Part 6 Text Completion**Mentoring**

In order to ensure the 16 of new hires, many companies have implemented a mentor program. This is a formal way to provide new hires with the guidance they need to 17 the responsibilities of their new position. With a mentor in place, the new hire knows exactly who to go to when confused about policies and procedures. In addition, many mentors conduct regular meetings with the people they are responsible for. This way they can make sure that no serious problems arise. A mentor does not necessarily replace formal 18 programs. In fact, they often go hand in hand. New hires may need a lot of support initially. Mentors are a good way to provide this.

16. (A) success
 (B) succeed
 (C) successful
 (D) successfully
17. (A) set up
 (B) look up to
 (C) keep up with
 (D) stay on track with
18. (A) train
 (B) trainer
 (C) trained
 (D) training

Part 7 Reading Comprehension

Questions 19–23 refer to the following memo and e-mail message.

Memo

To: All new hires
 From: Edwin Mallory, Human Resources Director
 Re: Training session

All new hires are required to attend a training session which will take place on Friday, October 12 from 9:30 A.M. until 3:30 P.M. The session will be conducted in Meeting Room 3, and lunch will be provided. During the session you will get an overview of company policies and procedures. You will also be updated on changes in the benefits package and learn about professional development opportunities you will be required to participate in so that you can keep up with changes in your field. Attendance at this training is mandatory for everyone hired since June of this year. There will be no excuses.

To: Edwin Mallory
 From: Amelia Foote
 Subject: Training session

Dear Mr. Mallory,

I just learned from your memo that I will be required to attend the training session on October 12. Unfortunately, I had already planned to be out of the office that week attending my niece's wedding. My supervisor has given me permission to take that time off, and I have already purchased my plane tickets. I didn't know about the date of the training session when I set up these plans, and it will be very difficult to change them now. My mentor suggested that I ask you for permission to miss this training session. I am willing to attend the next session instead. I hope you don't reject this offer. It is very important to me to be able to attend this family event. Thank you.

Amelia Foote

19. How long will the training session last?
 (A) Three hours.
 (B) Six hours.
 (C) Nine hours.
 (D) Twelve hours.
20. Who must attend the training session?
 (A) All company employees.
 (B) Only members of the Human Resources Department.
 (C) Mentors and supervisors.
 (D) All new hires.
21. Why doesn't Amelia Foote want to attend the training session?
 (A) She has an important family event.
 (B) She thinks it won't be useful.
 (C) She believes the next session will be better.
 (D) She doesn't have permission from her supervisor.
22. The word *conducted* in line 3 of the memo is closest in meaning to
 (A) announced
 (B) informed
 (C) learned
 (D) held
23. The word *reject* in line 12 of the e-mail is closest in meaning to
 (A) consider
 (B) accept
 (C) say no
 (D) agree to