Day 33

O Vocab Review

Fill in the blanks. 1. We've offered her the job, but I don't know whether she'll at. 2. I found myself unable to a ate my feelings.
3. She hted the fact that growing numbers of people are looking for their
money to be invested in a more socially responsible way.
4. The company has an estimated annual r e of \$60 million.
5. The g g r_ e for a skilled architect in India is about \$50,000 per year.
6. Increasing use of online newspapers was definitely a contributing f r to the
company's collapse.

WORDS TO LEARN (Reading Section)
 Listen to some essential words for the TOEIC test without looking at the word list.

Now look at the list of today's vocabulary and repeat after the teacher.

checking/ vital/ fire-suppression/ neglect/ personnel/ restrooms/ surroundings/ acclimate/ contractual/ orientation/ paperwork/ implemented/ documented/ comply with/ acknowledgment

WORDS IN CONTEXT

Fill each of the blanks in the passage with one of today's vocabulary word(s) listed above.

EMPLOYEE ORIENTATION

New employee is a process used to introduce employees to the business and
their jobs, and should be by every employer. Also called "new hire
orientation, the process can be formal or informal, but should be and allow
enough time for all orientation topics and tasks to be completed.
The first day of employee orientation will include completion of all hiring A copy
of the company's policies and procedures manual should also be provided, allowing time fo
the employee to read and sign an statement that they
understand and will company policy. This important document outlines
what is expected of employees, and can assist in any possible human resource issues that
may arise. With a signed document, there is no excuse for "not knowing" company policy.
Other forms will include employee benefit forms, any employment agreements,
direct payroll deposit and emergency contact forms.
Direct deposit is a safe and easy way to have your money deposited directly into your
or savings account. When you use direct deposit, you allow a company or
organization to electronically transfer money into your bank account.
A tour of the building or store is a part of new-hire employee training, especially in
larger companies. But even in the smallest of firms, a thorough tour will put the new hires
at ease and help them to new Include the locations of emergency
exits, equipment, telephones, storage rooms,, supply locations and
other key areas. Don't to introduce the new hires to all during the
orientation tour.

DEFINITIONS

- A. relating to a contract or included in a written contract
- B. to obey a particular rule
- C. when you accept that something is true
- D. to put a plan into action
- E. equipment to either put out a fire or stop it from propagating
- F. the written records connected with a particular job
- G. necessary or extremely important
- H. training or preparation for a new job
- I. to record information about something important by writing about it
- J. the place where someone is and the things that are in it
- K. to change to suit different conditions of life
- L. to fail to give needed care or attention to someone or something
- M. the people who are employed by a company
- N. a bank account from which you can take money or make payments using a check
- O. a room with toilets that is in a public place

- 1. acclimate=acclimatize
- 2. document
- 3. checking
- 4. personnel
- 5. neglect
- 6. restroom
- 7. contractual
- 8. orientation
- 9. vital
- 10. paperwork
- 11. comply with
- 12. fire-suppression
- 13. implement
- 14. acknowledgment
- 15. surroundings

Part 5 exercise

Choose the word that best completes the sentence. Identifying the missing part of speech (noun, verb, adjective, adverb, etc.) can help you eliminate some of the choices. If the missing word is a noun, for example, you can rule out the choices that are not nouns.

- 1. The port is to supply relief to millions of drought victims.
 - (A) vitamin (B) vitality (C) vitally (D) vital
- 2. We found it impossible to ourselves to the new working conditions.
 - (A) acclimatizing (B) acclimatize (C) acclimatization (D) acclimatized
- 3. The company has not fulfilled certain obligations.
 - (A) contractually (B) contracted (C) contractual (D) contract

Gap-filling Exercise

Fill each gap with today's vocabulary words.

- Heto tell his employer that he would be taking the day off.
 The corporation hasa new sales commission system for its sales force.
 Apparently the zoo animals had becometo the crowd noise and were no longer startled by it.
- 4. The company failed to meet its obligations.
- 5. The state's mining law requires mine operators to local land use regulations.
- 6. Have you got used to your new?