

A background image showing a business meeting. Two people are seated at a table, looking at tablets displaying bar and line charts. A coffee cup is on the table. The image is partially obscured by a large orange and blue graphic overlay.

# **NEW BUSINESS ENGLISH 4**

## **Unit 1 Lesson 1**

### **Reporting for Work**



# LEARNING GOALS

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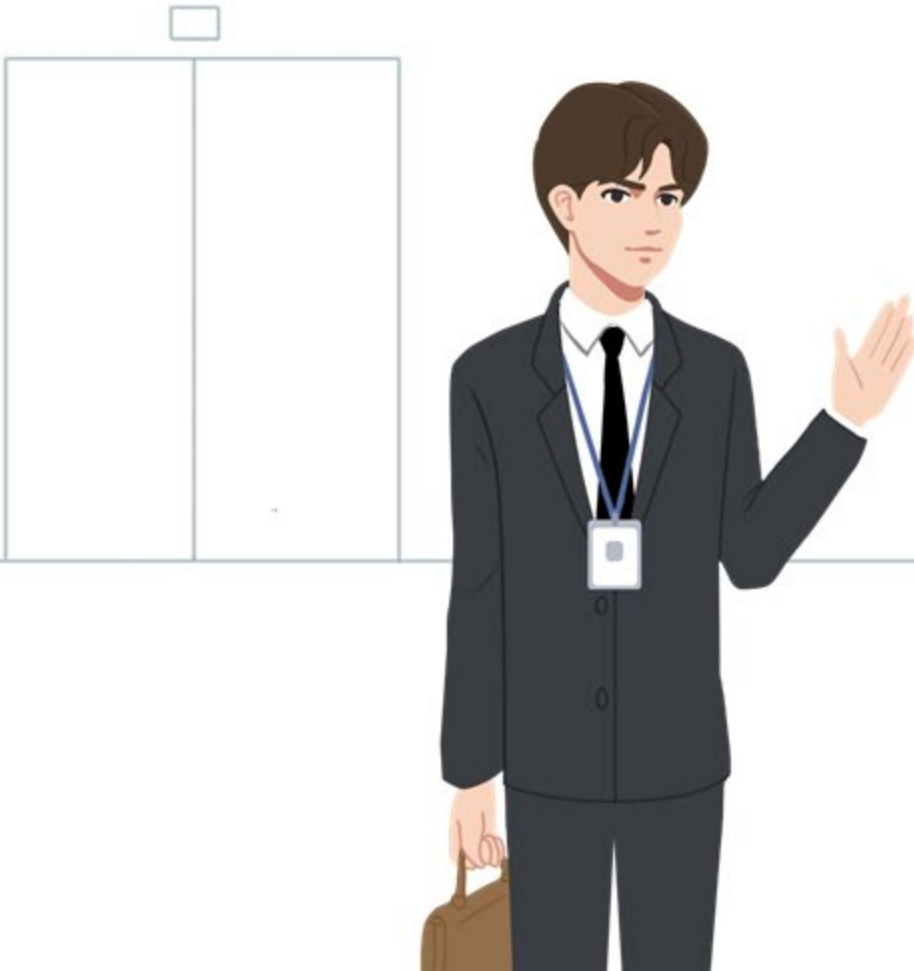
- ◆ Greeting and Introducing Yourself
- ◆ Expressing Your Loyalty to Work





## Situational Dialogue

- ▶ This is Kenzo's first day at Milestone. He is going to see the HR manager, Dawn Brooke, first. She will then take Kenzo to the Account Department.



**Kenzo Hara**

Account Executive



Business Negotiations




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Kenzo Hara

Good morning, Ms. Brooke!  
I'm Kenzo Hara. I'm here to  
report for work.

Dawn Brooke

Good morning, Kenzo.  
Welcome to your first  
day in our company!





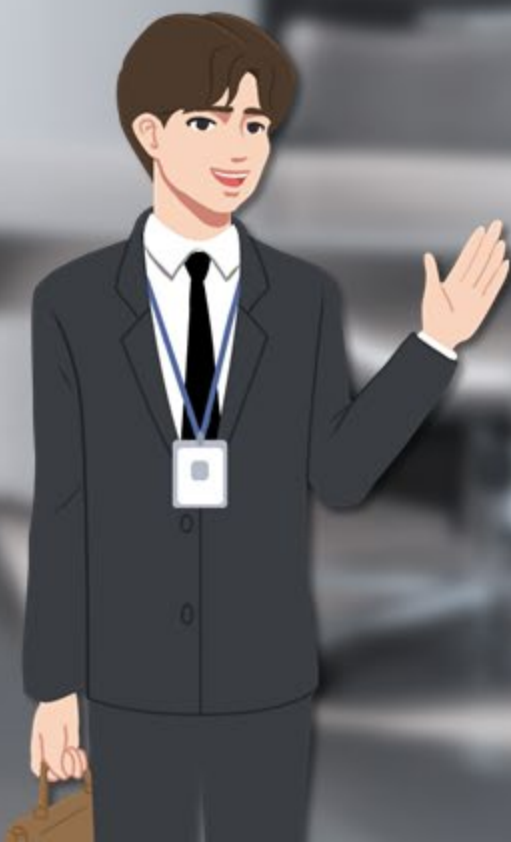


This is Jia Chen, the director of the Account Department. Ms. Chen is your supervisor and you will report directly to her.

Nice to meet you, Ms. Chen. Happy to join your team. I will do my best in your department!

Jia Chen

Welcome, Kenzo. Let's go and meet the team now.



# Key Vocabulary

Learn the new words and answer the questions.



## company

*(n.) an organization that sells goods or services to make money*

e.g. Our **company** is located in California.



## report

*(v.) give a description of an event*

e.g. The secretary is **reporting** to the boss.



## supervisor

*(n.) someone who is in charge of a team and directs projects or people*

e.g. Bob is a **supervisor**.

## Dialogue Review

Have a role play and answer the questions.



This is Kenzo's first day at Milestone. He is going to see the HR manager, Dawn Brooke, first. She will then take Kenzo to the Account Department.

**Kenzo:** Good morning, Ms. Brooke! I'm Kenzo Hara. I'm here to **report** for work.

**Dawn:** Good morning, Kenzo. Welcome to your first day in our **company**!

*(Dawn takes Kenzo to the Account Department.)*

**Dawn:** This is Jia Chen, the director of the Account Department. Ms. Chen is your **supervisor** and you will report directly to her.

**Kenzo:** Nice to meet you, Ms. Chen. Happy to join your team.  
I will do my best in your department!

**Ms. Chen:** Welcome, Kenzo. Let's go and meet the team now.



# Dialogue Review

Let's check the learning goals!



This is Kenzo's first day at Milestone. He is going to see the HR manager, Dawn Brooke, first. She will then take Kenzo to the Account Department.

**Kenzo:** *Good morning, Ms. Brooke! I'm Kenzo Hara. I'm here to report for work.*

**Dawn:** Good morning, Kenzo. Welcome to your first day in our company!



## **1. Greeting and Introducing Yourself**

*(Dawn takes Kenzo to the Account Department.)*

**Dawn:** This is Jia Chen, the director of the Account Department. Ms. Chen is your supervisor and you will report directly to her.

**Kenzo:** Nice to meet you, Ms. Chen. Happy to join your team.

*I will do my best in your department!*



## **2. Expressing Your Loyalty To Work**

**Ms. Chen:** Welcome, Kenzo. Let's go and meet the team now.



# Learning Goals

Learn the key expressions and sentence structures.

## ∴ Greeting and Introducing Yourself

- Good morning, Mr./Mrs. ... I'm ...
- Nice to meet you, Mr./Mrs. ...
- I'm here to report for work.

Example sentences:

- I am here to report for work.
- I am here to meet the HR manager.

### NOTE

Write	Say	Example
Mr.	['mɪstə]	Mr. Smith
Ms.	[mɪz]	Ms. Miller
Miss	[mɪs]	Miss Chen

*How would you introduce yourself?*

Learn the key expressions and sentence structures.

## ∴ Expressing Your Loyalty to Work

➤ I'll do my best in sth. / to do sth.

Example sentences:

- I will do my best in your department!
- I will do my best to do the marketing research.
- Amy is always doing her best to assist her boss.

**You can also use:**

- **try one's best to do sth.**  
e.g. I will try my best to finish it on time.
- **devote oneself to sth.**  
e.g. I will devote myself to my career as a lawyer.

*Can you make a sentence to express your loyalty to work?*

# Semi-open Dialogue

Please read the situation below and have a role play with your teacher.

**Scenario:** You are a new employee in a company, and today is your first day at work.

**You are going to meet the HR manager.**

∴ **You can refer to the following key expressions:**

- Good morning, Mr. XX/ Miss XX! I am ...
- Nice to meet you!
- report for work/ report to sb
- do one's best at sth / try my best to do sth. / devote oneself to sth.





# Coffee Break

Learn different greetings around the world.



shake hands



kiss on the cheeks



make a bow



1. How do people greet each other in your country?
2. Do you know other greetings?

# Overview

## Keywords and expressions:

*report / company / supervisor*

*report for work / report to sb.*

*do one's best at sth. / to do sth.*

*= try my best to do sth.*

*= devote myself to sth.*

