

VOCAB REVIEW

Fill in the blanks.

1. We've offered her the job, but I don't know whether she'll a_ _ _ _ t.
2. I found myself unable to a_ _ _ _ _ ate my feelings.
3. She h_ _ _ _ _ _ ted 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 for 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 convenient and quick way to get your money deposited directly into your or savings account. In using this system, you allow a company to transfer money electronically 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.

DAY 33

Match each definition (A – O) with today’s vocabulary word (1 – 15)

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
- 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

Gap-filling Exercise

Fill each gap with today’s vocabulary words.

- 1. He to tell his employer that he would be taking the day off.
- 2. The corporation has a new sales commission system for its sales force.
- 3. Apparently the zoo animals had become to 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