

Lesson 44

1 TOPIC QUESTION

今日のトピック

Reminder to submit work documents.

仕事の書類提出の確認



2 ARTICLE

記事

Directions: Read the following article aloud.

課題: 以下の記事をはっきりとした声で音読しましょう。

Dear Employee,

The deadline to submit your work documents is June 25th, Tuesday. Here are some reminders before turning in your documents, please take note of the following:

- You will have to bring your passport and two 5x10 headshots.
 - Bring proof of employment.
 - Bring two bills to show proof of residence.
 - Please also fill out all the forms with a black pen.

If you have any questions or concerns, please feel free to contact the human resource center.

Please save this information for future reference.

Thank you and have a nice day.

Regards,
Management

Lesson 44

3 VOCABULARY

語い

Directions: First repeat after your tutor and then read aloud by yourself.

課題: 先生の後が続いてくり返した後、今度はひとりで発音してみましょう。

proof 証拠

residence 住居

bill 請求書

deadline 締切

reference 参照

4 Questions

質問

Directions: Read the questions aloud and answer them.

課題: 質問を声に出して読んだ後、答えてみましょう。

1. When is the last day to submit the work documents?
2. If you have questions who do you contact??
3. If you didn't submit your documents in time, who's fault is it?
Is it the company's or the employee's?
4. What form of reminder is the best? (telephone, email, letter)