



Listening to an explanation - answers

There aren't any right or wrong answers. Your ideas might be different. But here are some of the things you could have written.

Your ideas of the main points you might hear in a manager's talk to new staff:

- **where to find things**
- **who to see about booking leave**
- **who's who in the company**

Questions you think the new staff might ask.

Again there are no right or wrong answers, you might have written something like:

- **Who should I talk to about taking time off?**
- **Who do I call if I'm sick?**

These are notes of what the manager says, not a word-for-word transcription. Your notes might be a bit different, but the main ideas should be the same.

| What she does | What she says (make brief notes) |
|------------------------------------|--|
| Introduces what she's going to say | <p>Welcome. I just want to go through a few things today. I want to talk about procedures and policies for accidents, sickness and booking holidays. You can ask questions at the end.</p> |
| Tells them | <p>1. Reporting accidents - deal with the emergency, report the accident in the log book in the general office. 2. Sickness and absence - let her know before 9.30 or email the general office. 3. Holidays - make sure you talk to your manager before booking leave. Let the general office know the dates.</p> |
| Tells them what she's told them | <p>Just a quick recap.... We've covered accident policy, sickness policy and holidays. Any questions?</p> |