

## Grammar Lesson

## Lesson 37: Workplace responsibilities

## レッスン 37: 職場での責任

Target: Talking about responsibilities  
目的: 責任について話しましょう!

Reading  
単語

## New vocabulary introduced in the reading

• supervise...	管理する	• handle...	担当する
• make sure...	を確かめる	• sort out...	解決する
• be expected to...	〜と期待されている	• a dispute	議論
• give (person) a tour	(人) を案内する	• a new hire	新入社員
• paperwork	書類仕事	• discipline...	〜に自制心を持たせる
• up to (someone)	〜次第で	• let (person) go	解雇する
• a budget	予算	• task (person) with...	(人) に仕事を課する
• a schedule	予定	• payroll	給与計算
• go over...	ざっと目を通す	• accomplish...	遂行する

## 1

Read the passage and circle the new words as you find them

Hi my name's Akiko. I'm a manager at Mitsubishi. I'm in charge of the HR department. My job is very stressful because I have so many responsibilities.

My main responsibility is supervising the HR department, but I have lots of other responsibilities as well. I'm responsible for making sure everyone starts and finishes work on time. Everyone in our company has a time card and every day I'm expected to check everyone's time cards to make they started and finished on time. It sometimes takes a long time.

Another one of my responsibilities is to greet new clients and show them around the office. I don't mind this though, because I quite enjoy giving people tours. I'm also responsible for most of the paperwork here too. It's up to me to make the weekly schedule, plan the budget and go over the monthly reports. Also, it's my responsibility to handle all employee related problems. Just last week, I had to spend 3 hours sorting out a dispute between two of the new hires in my department.

Another one of my responsibilities is hiring and firing staff members. It's always up to me who we hire. I really like interviewing people and seeing how they respond to different questions. Unfortunately, it's also up to me to decide how to discipline employees who have broken the rules. I really don't enjoying letting people go, but sometimes I don't have a choice. The other month I was a little upset because I had to let three people go. I joined the company with two of them, and it's always hard giving your friends bad news.

Recently, my job has been getting harder. Last week, I was tasked with developing a new training program and just yesterday I was charged with planning the annual corporate retreat. I have so much stuff to do. My boss is supposed to do the payroll, but he never does, so it always falls solely on me to do the payroll. I really hate doing payroll. It takes forever.

Also, here is my most recent, and strangest responsibility. I'm expected to increase production this month by 8%, but I don't know how I'm going to accomplish that. I'm the HR director, not the production manager, but I guess I'll have to find a way.

## 2

Answer the questions below

1. Is Akiko in charge of the sales department?
2. What is her main responsibility?
3. Is she responsible for making sure people start work on time?
4. What's she expected to check?
5. Is she responsible for greeting clients and showing them around the office?
6. It is up to her to decide how to discipline employees?
7. What always falls solely on her?
8. What is she expected to increase by 8%?