

UNIT 11

Resignation 2



I. Express Yourself



II. Vocabulary

Read and familiarize yourself with the following word/s or phrases.

contract

pass up

commit to

exit interview

initiate

III. Conversation Practice

Practice the conversation with your teacher by doing a role play.

Tony: I understand. I don't want you to leave. You're a very important part of this firm and have a great future here. Have you signed the contract already?

Steve: Yes, I have. As you know I've been asking for more responsibility and higher pay for over a year. This was too good opportunity to pass up.

Tony: is there anything I can do to change your mind?

Steve: Unfortunately, not. I've already committed to them and signed the contract.

Tony: OK, I'm sorry you're leaving, but hope we can remain friends and stay in contact.

Steve: Yes, I'd like that. I respect you very much as my boss and as a person.

Tony: Same here. Does anyone else know about this?

Steve: No, I wanted to tell you first.

Tony: I appreciate that. I'll call Human Resources and initiate your exit interview. I wish you continued success.

Steve: Same to you.

Comprehension Check

1. Has Steve already signed a contract with another company?
2. Based on their conversation, how does Tony feel about Steve's resignation?
3. Do the other employees know that Steve is leaving?
4. Who will conduct the exit interview for Steve?



Stay in contact	<ul style="list-style-type: none"> - Keep in contact (with) - Stay/keep in touch (with) - Get together sometime
Same here	<ul style="list-style-type: none"> - I feel the same way. - I respect you, too.
I wish you continued success.	<ul style="list-style-type: none"> - I wish you every success in your new job. - I wish you the best of luck with everything. - I wish you all the best.
Same to you	<ul style="list-style-type: none"> - You, too. - To you as well.

IV.

Exercises

Exercise A

Vocabulary Building

Fill in the blanks with the correct words from the box.

contract pass up commit to initiate exit interview

1. A husband should _____ his wife since they took their vows during their wedding.
2. I _____ the cleaning of the room so that they will follow me.
3. When I resigned, my manager did the _____ and asked me few questions.
4. I signed a _____ when they hired me.
5. We should not _____ something that is very important in our lives.

Exercise B

Complete the conversation using the learned expressions.

1. Bob: I really feel sad when a woman cries.
You: _____ (feel the same)
2. Paul: I hope we can still talk when you're already abroad.
You: Yeah, Let's _____ with each other.
3. Ryan: I hope you realize all your dreams.
You: _____ (same thing to him)
4. Steve: I'll be leaving for a new job abroad.
You: _____ (Wish him luck)

✚ Exercise C

Enumerate the possible questions you would ask an employee who has decided to quit the job based on the following reasons. What other things would you tell him/her?

Health reasons

Conflict with a co-worker

Received a better opportunity in
another company

Not satisfied with his/her career path

ROLEPLAY

Pretend that this is an exit interview after handing your resignation letter. A human resources staff (your teacher) will ask you some questions related to your resignation.

