1 TOPIC QUESTION
今日のトピック

How can we increase office morale?
どうすればオフィスのモラルは向上するか？

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。

How to Increase Office Morale

Bad office morale can affect a business in an extremely negative way. Unhappy workers will become less productive and less willing to provide good work for the company and customers. Maintaining clear lines of communication between the office staff and management is an important first step when trying to boost office morale.

Include everyone in the office when it comes to pertinent business information. Including the office staff in major discussions about the dealings of the company will make the employees feel part of the team.

Listen to and respect the views and suggestions of the office staff. Never make an employee feel as if her opinion does not count. Include the staff in departmental problem solving.

Hold regular staff meetings and parties to allow employees from different departments to socialize. Supply the office staff with food and refreshments when the office is particularly busy and the employees are not able to find the time to take full lunch hours or breaks.

Send out morale boosting newsletters monthly or quarterly, letting the staff know how well they are doing, along with other news relating to the company. Work with individual employees and discuss personal goals with them.

3 VOCABULARY
語い

Directions: First repeat after your tutor and then read aloud by yourself.
課題: 先生の後に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。

pertinent	適切な	**maintain**	維持する
morale	モラル	**productive**	生産的な
particularly	特に	**socialize**	付き合う

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. **What are 3 ways to improve office morale?**

2. **What is important to maintain clear lines of communication between the office staff and management?**

3. **How does your company increase office morale?**

4. **What do you think is the most effective way to increase office morale?**