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In this conversation , Gregory Cosgrove , the CEO of a large telecommunications company , discusses a large-scale reorganization with Gloria Atkinson , his Human Relations manager. Gregory : Gloria , before I officially announce the reorganization , I want your final feedback. Gloria : Ive gone through the entire plan again , and Im sure the impact will be minimal , since were not planning large-scale firings or lay-offs. Gregory : That was a key objective from the start. Qualified staff holding positions that are being cut will be offered retraining for our new positions. If they accept , they have the job. Gloria : Thats the best policy. Nevertheless , some employees may not want to change career paths in mid-stream , and will probably put in their notice. Gregory : I know , and we have a very fair compensation package for those who decide to quit. Some people can take advantage of our early retirement package. In the odd case , this may be a good opportunity to can non-performers. Gloria : Ive talked to ER , and there arent too many of those any more. Hopefully , we wont lose people because of the new drug testing regulation , either. Gregory : This reorganization and the new company policies will make us leaner and meaner. Are the new employee contracts ready ? Gloria : Yes they are , and all other appropriate forms have been modified. Ive also set things in motion to revise our orientation

process. Were ready to go ! Gregory : Great ! I think weve covered all the bases. Ill set up a general meeting for next Monday to make the announcement. 二、中文篇：在以下这段对话中， Gregory Cosgrove是一家大型电信公司的首席执行官，而Gloria Atkinson是其人事部的主管。他们正在谈论一次大规模的重组计划。 Gregory : Gloria , 在我正式宣布重组之前，我想最后再听一下你的意见。 Gloria : 我把整个计划又理了一遍。我肯定这次重组带来的振荡会很小。因为我们没有大规模的解雇或裁员计划。 Gregory : 这一开始就是我们的一个重要目标。而且，假如被裁职位上的雇员符合我们的用人要求，我们将向他们提供再培训的机会以使他们适应我们新岗位的需要。如果他们接受这样的安排，就仍有工作。 Gloria : 这真是个不错的做法。但即便是这样，可能会有些人不愿意中途更换工种，他们仍有可能提出辞呈。 Gregory : 这点我也想到了。我们将给决定辞职的员工一笔相当公道的补偿金。有些人还可以领到我们的提早退休金。说不定这还是我们解雇不称职员工的好机会呢。 Gloria : 我与雇员关系部谈过，这样的情况已经不再那么多见了。另外，我们希望不要因为这次新的药检规定而造成公司人员损失。 Gregory : 这次重组加上新的公司章程将使我们减轻负担，提高效率。对了，新的雇用合同准备好了吗？ Gloria : 已经准备好了。其他相关的表格也都经过改进了。对熟悉环境步骤的修改也已在着手进行之中。一切都已就绪。 Gregory : 好极了！我想我们已将方方面面都考虑周全了。下周一我将召开全体大会宣布进行重组。 100Test 下载频道开通，各类考试题目直接下载。详细请访问 [www.100test.com](http://www.100test.com)