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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: I ' ve gone through the entire plan again, and I ' m sure the impact will be minimal, since we ' re 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: That ' s 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: I ' ve talked to ER, and there aren ' t too many of those any more. Hopefully, we won ' t 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. I ' ve also set things in motion to revise our orientation process. We ' re ready to go!

Gregory: Great! I think we ' ve covered all the bases. I ' ll set up a general meeting for next Monday to make the announcement. 参考译文：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)