



First Day of Work

Pre-Reading

A. Warm-Up Questions

1. What do you say when you meet a new person?
2. How did you feel on your first day of school?
3. What kind of tours have you taken?
4. What similarities do the first day of school and the first day of work have? What differences do they have?

B. Vocabulary Preview

Match the words on the left with the correct meanings on the right.

- | | |
|-----------------------------|--|
| _____ 1. show around | a) to walk behind someone |
| _____ 2. follow | b) to leave something or someone in a certain spot |
| _____ 3. open-door policy | c) not expensive |
| _____ 4. drop off | d) to complete a document |
| _____ 5. handle | e) when a person pays for someone else |
| _____ 6. treat | f) a small space in an office with a desk and a computer |
| _____ 7. reasonable | g) to give a tour |
| _____ 8. last but not least | h) the final thing but not the least important thing |
| _____ 9. fill out | i) to manage, to be responsible for |
| _____ 10. cubicle | j) the idea that you can ask your boss questions at any time |

Reading



















Practice reading the dialogue out loud with a partner.
Underline any words or phrases you don't understand.



Lee



Jim

-  Lee, my name is Jim Benson.
Mr. Michaels asked me to **show you around**.
-  It's nice to meet you.
-  **Follow** me. I'll start the tour at the front desk. This is where we meet customers when they come to the office.
-  It's a nice area. Customers probably like it.
-  They do. Mr. Michaels's office is by the window. You can ask him questions anytime.
-  It's nice to have a boss with an **open-door policy**.
-  Yes, it's great. To the left is the Human Resources department.
You can **drop off** your contract and other employment papers there later.
-  Who should I ask for in HR?
-  Ask for Nadine. She **handles** all of the new employees. Just past HR is the cafeteria. If you have time this week, I'll **treat** you to lunch and introduce you to the other representatives.
-  I'd like that. Is the food good there?
-  It is pretty good and **reasonable**, too.
Next, this hallway is where you can find the bathrooms and the meeting rooms.
-  What meetings are held there?
-  We have our weekly sales meetings there.
-  This is a big office.
-  It's big, but we're almost done. **Last but not least**, here is the sales division. There are 14 of us that share this space, but we each have our own **cubicle**.
-  Sounds great.
-  Well, Lee, it was nice meeting you. I'll leave you at your desk. The papers you need to **fill out** for Human Resources are on your desk.
-  Thanks for the tour, Jim.

Comprehension

1. Where did Jim start the tour of the office?
2. Which department does Lee need to go see in order to drop off his employment papers?
3. How is the food at the cafeteria?
4. What is Lee's overall impression of the office space?

Vocabulary Review

Complete the sentences using vocabulary from page 1.
You may need to change the word forms.

1. Katarina was excited about her new office.
She had a _____ in the corner with a desk and chair.
2. Jeff promised to have an _____
so that his employees could ask him questions anytime.
3. He has to _____ his contract with the Human
Resources department because it handles all the employment paperwork.
4. Melissa _____ all the incoming phone calls from customers.
5. Jim always _____ his best customers to lunch.
6. Patricia's salary isn't high, so she is happy that
the cafeteria prices are _____.
7. A lot of jobs require you to _____ a job application.
8. Christopher _____ the teacher to the office.
9. And _____, I would like to show you
our coffee room, where we meet for lunch every day.
10. I'm glad I could _____.
I remember how hard it was to be the newest employee!

Speaking

Write your own dialogue. Work with a partner and write your own conversation using at least four words or phrases from today's lesson. Practice the dialogue, and then present it in front of the class.

Writing

Think about your ideal office and job. Draw a map or floor plan of what your ideal office would look like. Write a paragraph to describe your office.

Listening

Fill in the blanks as you listen to the recording.



Lee



Jim



Lee, my name is Jim Benson. Mr. Michaels asked me to _____.



It's nice to meet you.



_____ me. I'll start the tour at the front desk. This is where we meet customers when they come to the office.



It's a nice area. Customers probably like it.



They do. Mr. Michaels's office is by the window. You can ask him questions anytime.



It's nice to have a boss with an _____.



Yes, it's great. To the left is the Human Resources department. You can _____ your contract and other employment papers there later.



Who should I ask for in HR?



Ask for Nadine. She _____ all of the new employees. Just past HR is the cafeteria. If you have time this week, I'll _____ you to lunch and introduce you to the other representatives.



I'd like that. Is the food good there?



It is pretty good and _____, too. Next, this hallway is where you can find the bathrooms and the meeting rooms.



What meetings are held there?



We have our weekly sales meetings there.



This is a big office.



It's big, but we're almost done. _____, here is the sales division. There are 14 of us that share this space, but we each have our own _____.



Sounds great.



Well, Lee, it was nice meeting you. I'll leave you at your desk. The papers you need to _____ for Human Resources are on your desk.



Thanks for the tour, Jim.