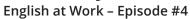
1







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



First Day of Work

English at Work - Episode #4

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**.



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



It's nice to meet you.



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



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



What meetings are held there?



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



We have our weekly sales meetings there.



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



This is a big office.



It's nice to have a boss with an **open-door policy**.



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**.



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



Sounds great.



Who should I ask for in HR?



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.



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.



Thanks for the tour, Jim.



English at Work - Episode #4

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	
	She had a	in the corner with a desk and thair.
2.	Jeff promised to have an so that his employees could ask him	
3.	He has to Resources department because it ha	his contract with the Human andles 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 h 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 woo our coffee room, where we meet for	-
10.	I'm glad I could I remember how hard it was to be th	

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.

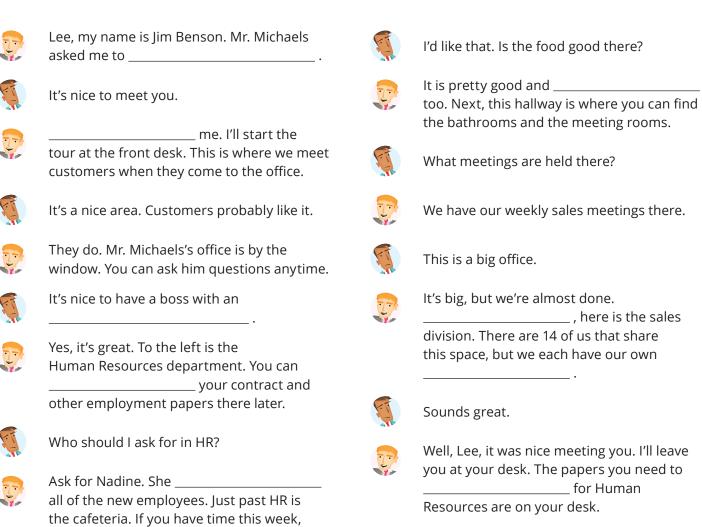


First Day of Work

English at Work - Episode #4

Listening

Fill in the blanks as you listen to the recording.



Thanks for the tour, Jim.

I'll ______ you to lunch and

introduce you to the other representatives.