

# English at work 1

## Working life



### 1 About you

Complete any of these sentences which are relevant to you.

- After I left school, I trained as a ... / I studied ...
- My first job was ...
- The best/worst job I've ever had was ...

### 2 Welcome

Kath went to Acad Consult for her interview. Maureen Gallagher's assistant, James, welcomed her. In which order did he say these things to her?

- ☐ a) May I take your coat?
- ☐ b) Can I get you a cup of tea or coffee?
- ☐ c) Please take a seat. I'm sure you won't have to wait long.
- ☐ d) Good morning. Nice to meet you. My name's James Harding.
- ☐ e) Maureen is ready to see you now. Would you like to come this way?



Work with a partner and act out this scene. **Student A:** you are James. Welcome Student B (Kath) with the above phrases. **Student B:** you are Kath. Make appropriate responses to James.

### 3 Lunch with Kath

Kath had her interview with Maureen Gallagher at Acad Consult this morning and they want to visit the library this afternoon. James has lunch with Kath and they talk about their jobs. Here are some words and phrases which they use. Match them with the correct definition.

- |                |                     |
|----------------|---------------------|
| 1 a workaholic | 7 between jobs      |
| 2 grown-up     | 8 in-house training |
| 3 full-time    | 9 salaries          |
| 4 on and off   | 10 colleagues       |
| 5 part-time    | 11 resign           |
| 6 up-to-date   | 12 commuting        |

- ☒ a) 35 hours a week or more
- ☐ b) people you work with
- ☐ c) from time to time
- ☐ d) money that workers get every month from the company
- ☐ e) adult
- ☐ f) not full-time – less than 35 hours a week
- ☐ g) give up your job
- ☐ h) someone who works too hard and has no free time
- ☐ i) unemployed – finished one job and not started another
- ☐ j) not old-fashioned – modern
- ☐ k) travelling to work
- ☐ l) training courses given in the company in company time

**T 1/12** Now listen to their conversation.

Which phrases does James use?

Which phrases does Kath use?

James: ☒ ☐ ☐ ☐

Kath: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

**3a** **T 1/13** **What did Kath say?**

Now listen carefully to the conversation again and then write six sentences about Kath, using these phrases:

1 grown-up, 2 worked on and off, 3 courses, 4 between jobs, 5 resigned, 6 commuting.

### 4 Have a chat

Work in small groups and have a chat.

- Do you know any “working mothers”?
- What do you think about their situation?
- What kind of courses have you done / would you like to do?
- Which skills are important in your present job, or a job you used to have?
- How important are computer skills in jobs today?
- Do you know a workaholic? Tell your group about him/her.
- What kind of person would you like to have as a boss?
- How do you travel to work and how long does it take? Why do you travel that way?