



Jeff is here for his first day at work, and is met by Alex at the front door. Working at a new place can always be a little *nerve-wracking*, but having a friend to *walk you through* the first day should go a long way to setting Jeff *at ease*.

## Setting the Bar

On your first day in a new job, you'll be meeting lots of new people, and this is your one and only chance for a first impression. If you *blow it*, you'll have to work hard to earn a good image. If you can impress your coworkers from day one, you'll go a long way towards earning their long-term respect as well. Set the bar high right from the start!

### Q. Warm Up Questions

- 1) Do you think it's better to have a meeting at the same location every week, or to change the location? Why? What does the article point out about making impressions on your first day of a new job?
- 2) What does it mean by "setting the bar high"?

## Conversation

**Alex:** Welcome to Radial Systems Inc. Jeff. I was so happy when I heard that you'd impressed Erik.

**Jeff:** Thanks, you've told me so many good things about working here, it's great to be part of the team.

**Alex:** First, we should *swing by* the HR department and pick up your security badge. That way you can get in and out of the doors without needing me.

**Jeff:** Great, Erik *mentioned* that I would need to get that. I'm glad that you're here to help!



### Q. Conversation Question

- 1) What is Alex pleased about?
- 2) What does Jeff need to do in order to get into the building without Alex?

## Vocabularies

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**nerve-wracking:** Intensely distressing or irritating to the nerves.

**walk [one] through:** To guide (someone) deliberately through (a process), one step at a time.

**at ease:** In a relaxed position. Helping to make someone feel less nervous.

**blow [it]:** do something to mess [it] up. E.g I was just about to be promoted, but then I blew it.

**swing by:** To visit a place briefly.

**mention:** To refer to something while talking to someone.

## Grammar point

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### **When to use infinitive**

Sometimes we need to decide whether to use a verb in its gerund form or an **infinitive** form.

#### **When to use the infinitive:**

- The **infinitive** form is used after certain verbs in the following. forget, help, learn, teach, train, choose, expect, hope, need, offer, want, agree, encourage, pretend, promise, allow, afford, decide, manage, mean, refuse, need etc.

**Example:** I **forgot to lock** the window.

- The **infinitive** form is always used after adjectives. This applies to **too + adjective + infinitive, adjective + enough + infinitive**

**Example:** I'm **glad to see** you again.

The ocean was **too cold to swim** in.

Mike is **strong enough to lift** the box.

- 1) I need \_\_\_\_ hard on this project. (work)
- 2) My parents can't afford \_\_\_\_ a new car. (buy)
- 3) I was happy \_\_\_\_ your sister. (help)
- 4) Meg is rich enough \_\_\_\_ both of these shoes. (buy)

## Practice IT!

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- 1) Can you remember your first day of work? What was the most difficult thing about your first day?
- 2) When you have new employees join the company, what are some things that you could do to make their transition less painless?



Anytime you start a new job, the first thing to *get a handle* on is what your responsibilities *entail*. For the first day, or even the first couple of days, the responsibilities will be very *limited*, and there will likely be a training period of some length. The first thing to figure out is what to do!

## Take the Initiative

On their first day, most employees are given small doses of work to get their feet wet. Don't wait for an assignment, stick up your hand and ask for something to do. Don't be afraid to volunteer for things that you don't know how to do. There will be people that can help you, and will appreciate your effort to learn. Take the *initiative*!

### Q. Warm Up Questions

- 1) What does "Take the initiative" mean?
- 2) Do you agree with the article? Discuss with your classmates.

## Conversation

**Erik:** Jeff, it's great to see you. Did Alex show you around a little bit? I see you have your card.

**Jeff:** Yes, Alex showed me where HR was, and they were waiting with it already.

**Erik:** HR is pretty *efficient*. I like to run my department the same way. Doing things quicker and better than people are expecting.

**Jeff:** Sounds like a *tall order*, but also a good rule to live by. I'm looking forward to getting to work!

### Q. Conversation Question

- 1) Why does Erik say that HR is efficient?
- 2) What does Jeff mean when he says that it's a tall order?

## Vocabularies

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**get a handle on:** To find a way to understand a situation in order to control it.

**entail:** Something that is included or necessary. E.g. The job will entail calling customers.

**limited:** Confined or restricted within certain limits.

**initiative:** The power or ability to begin or to follow through energetically with a plan or task.

**efficient:** Acting or producing effectively with a minimum of waste, expense, or unnecessary effort.

**tall order:** To refer to something while talking to someone.

## Grammar point

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### *When to use gerund*

Sometimes we need to decide whether to use a verb in it's a **gerund** form or an infinitive form.

### *When to use the gerund:*

- The gerund is used when the word is the subject of a sentence or clause.

**Example:** *Smoking* is bad for you.

Doctors say that *eating* too much isn't good for you.

- After a preposition, the **gerund** is used

**Example:** I look forward to *meeting* your family.

He left without *saying*, "Goodbye."

- The gerund is used after certain verbs in the following.

*avoid, like, dislike, enjoy, finish, give up, mind/not mind, practice*

**Example:** I don't like *getting* up early.

\*Some verbs like begin, continue, hate, intend, like, love, prefer, propose, start can be followed by the gerund or the infinitive without a big change in meaning.

1) Do you enjoy \_\_\_\_ ? (read)

2) Would you mind \_\_\_\_ the window? (close)

3) I need to practice \_\_\_\_ the piano everyday for the music contest.  
(play)

## Practice IT!

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1) What are some ways that you could take the initiative on your first day at a new job. What are some of the risks vs. some of the rewards of doing this?

2) How does failing to take the initiative hurt your image as a new employee? Have you seen this happen to new employees where you've worked?

## Who Do You Work For?



As you get *settled* into a new position, it can sometimes be a little difficult to determine exactly who you work for. At many companies that have a *rigid* hierarchy, this won't be as much of a problem, but sometimes, there might be "*too many cooks in the kitchen.*" Making it clear who works for who is an important step towards sharing the *load*.

### Learn Their Names

When starting a new job, don't *worry*. No one expects you to know everyone's names by the end of the first day, or even the first week. However, it's best to learn their names as quickly as possible. If you're in a situation where you forget someone's name, it's best to simply apologize and ask their name again.

### Q. Warm Up Questions

- 1) What does the article say about learning your coworkers names?
- 2) What is the value of quickly learning the names of the people you work with?

### Conversation

**Jeff:** So, who will I be reporting to?

**Alex:** You'll be working under Samantha during your training period. The training period usually lasts for a month, after which, you'll be assigned to one of the team leaders.

**Jeff:** Oh, ok, that makes sense. Which team are you in?

**Alex:** Actually, Erik *promoted* me to a team leader. Maybe you'll be working for me!



### Q. Conversation Question

- 1) What does Jeff want to know?
- 2) Why is there a chance that Jeff might be working for Alex?

## Vocabularies

**settled:** To restore calmness or comfort to.

**rigid:** Marked by a lack of flexibility; rigorous and exacting.

**Too many cooks in the kitchen:** Too many people with too many different ideas, making it difficult to accomplish even simple tasks.

**load:** The share of work allocated to or required of a person, machine, group, or organization.

**worry:** To feel uneasy or concerned about something; be troubled.

**promote:** To raise to a more important or responsible job or rank.

## Grammar point

### **Reported(indirect) speech: in simple statements**

We use speech marks in direct speech which is the actual words people say.

**Example:** Beth says, "I like English."

However, we don't use speech marks in **reported(indirect) speech**. Reported(indirect) speech tells us what people have said.

**Example:** Beth **said that** she **liked** English.

- We change the word referring to the person to the pronoun.

**Example:** Mary said, "I finished working on the project."

Mary said that **she** had finished working on the project.

- When a sentence starts in the present, there is no backshift of tenses in reported(indirect) speech.

**Example:** John says, "I work for ABC company."

John **says that** he **works** for ABC company.

- When a sentence starts in the past, there is often backshift of tenses in reported(indirect) speech.

**Example:** John said, "I've worked for ABC company."

John **said that** he had **worked** for ABC company.

Make the following sentences in reported speech

1) She says, "I can speak French."

2) Rick said, "I've finished making the garden."

3) Lisa said, "I'll see you later."



## Practice IT!

1) Can you think of a situation in your past where it was unclear as to who reported to who? How did this affect your job performance?

2) What do you think are the root causes of this issue?

## Choosing a Cubicle

Radial Systems Inc. has both offices and *cubicles*. The cubicles, often referred to as "the bull pen" or "the pit" are usually where people that aren't in management work. Managers will generally have their own offices. Though an office might seem better, there are definitely positives and negatives to both cubicles and offices.



### Cubicles vs. Offices

The privacy of offices may lead to greater *productivity* as there are fewer *distractions*, there is also a sense of a "safe zone" that is your private area. Cubicles however give a chance of improved relations with *colleagues*, as well as the potential for more opportunities that results from working in close proximity to one another.

### Q. Warm Up Questions

- 1) What are some of the benefits of being in an office environment?
- 2) What are some of the benefits of being in a cubicle environment?

### Conversation

**Erik:** I'm glad to see that Alex has helped to get you *situated* a bit. Do you have any questions?

**Jeff:** Well, I was wondering exactly where I'll be working, and who I'll be *working under*.

**Erik:** You'll be working under Samantha during your training period, and we'll decide more after that. You'll be working in the cubicles in building E.

**Jeff:** Ok, great. I think I saw them during the tour. I'll see if I can get Alex to take me over there.

### Q. Conversation Question

- 1) What questions does Jeff have for Erik?
- 2) Who will Jeff be working for first?



## Vocabularies

**cubicle:** A small room etc closed off in some way from a larger one. (See the picture above)

**productivity:** The ability for a person to accomplish the tasks set before them.

**distraction:** Anything that prevents someone from productivity.

**colleague:** A coworker, someone that you work with.

**situated:** To be set up and have everything you need.

**working under (someone):** To work for (someone).

## Grammar point

### ***Reported(indirect) speech: with time expressions***

**Example:** Bob said, "I'll call you *tomorrow*."

Bob said he would call me *the following day*.

Expressions of time used in direct speech like now, today, tomorrow, and yesterday change since the point of view has been changed.

There is no longer now, today, tomorrow and yesterday in reported speech.

- Tomorrow → the following day, the next day
- Yesterday → the day before
- Today, this day → that day
- This(evening) → that (evening)
- These(days) → those days
- Now → then
- (a week) ago → (a week) before
- Last weekend → the weekend before , the previous weekend.



Make the following sentences in reported speech.

1) She said, "I'll visit my aunt next week."

2) Tony said, "I completed the task two weeks ago."

## Practice IT!

1) Would you prefer to work in an office or a cubicle environment? Why?

2) Which environments have you worked in before? Discuss the pros and cons of each environment.

No matter how healthy you are, there will be an *inevitable* sick day that will happen. How you deal with time that you are unable to come into the office will greatly *impact* how your coworkers and managers view you and your job performance. Different companies *handle* sick days differently too.



## Making it Easy for your Coworkers

It's a great policy to have a *back up plan* in case you are unable to make it to work. This could be as simple as maintaining a file marking progress within certain tasks, or as detailed as keeping a subordinate *in the loop* more than usual. Either way, your coworkers will appreciate your forethought, just as you would appreciate it if they had prepared before they were sick.

### Q. Warm Up Questions

- 1) What factors are important to think about before you get sick?
- 2) What recommendations does the article make about preparation?

## Conversation

**Alex:** Hello, Radial Systems Inc., this is Alex speaking. How may I assist you?

**Stephen:** Hi Alex, [cough], this is Stephen. I have the flu and won't be able to come in today.

**Alex:** I'm sorry to hear that. I hope you'll feel better soon. Anything I can do to *cover* for you here?

**Stephen:** I've kept notes on the project that I was working on. Could you give the notes to Michelle and let her know that she can call me if she has any questions?

### Q. Conversation Question

- 1) Why is Stephen calling Alex?
- 2) How can Alex help Stephen get Michelle prepared for the day?



## Vocabularies

**inevitable:** something that can't be prevented from happening. E.g. With the way that the president was spending money, getting into company debt was inevitable.

**impact:** To have an effect on. E.g. just now, people are starting to realize the impact of a world with instant communication, and it's effect on business.

**handle:** To deal with. The way a company handles something is what they do when the situation happens.

**Back up plan:** This is a plan in case the main plan has a problem with it, or can't be completed.

**In the loop:** Keeping someone in the loop is making sure that they have all of the necessary information.

**cover:** To handle someone else's responsibilities for them.

## Grammar point

### ***Reported(indirect) speech: no backshift changes in tenses***

The backshift of tenses is not necessary in some cases.

#### **No backshift in tenses when:**

- We report immediately what someone says or talks as if the speech was very recent.

**Example:** Mr. Smith *says* he'll *be* right back to his office.

- We report a meaning of a statement (e.g. like, live, love, believe etc.) We don't have to changes in tenses if we want to show that the meaning continues.

**Example:** Linda said that she *doesn't* believe me.

- We report quotations.

**Example:** Thomas Edison said that just because something *doesn't* do what you planned, it do *doesn't* mean it's useless.

- Statements are still true.

**Example:** He said that the sun *rises* in the East.

Make the following sentences in reported speech.

1) My grandmother said, "I really love your grandfather."

2) He said, "The earth orbits the sun."

## Practice IT!

1) Do you have any plans in place to assist your coworkers if you get sick in your workplace? If so, what are they?

2) What things would make it easier for you to cover for your coworkers if they were sick?

Are your coworkers doing these things for you already?



Many companies have a cafeteria that is designed *solely* for the employees of that company. While it won't be as fancy as a *high-class* restaurant, the food is usually of a decent quality, and the price is reasonable. It can also be a good place to connect with coworkers.



## Eating Healthy

Though many offices have a cafeteria, that doesn't mean that all the choices are healthy. It's still up to you to make choices that you won't *regret* in the long run. So, go ahead and order that salad, and maybe don't go back for *seconds*. Finally, just because they have delicious looking cookies and cakes, doesn't mean that it's a *vital* part of every meal.

### Q. Warm Up Questions

- 1) What point does the article make about the food choices in company cafeterias?
- 2) Would you prefer to eat in a company cafeteria or out?

## Conversation

**Alex:** Hey Jeff, what are you doing for lunch?

**Jeff:** I was thinking of going out somewhere, did you have something *in mind*?

**Alex:** I am just going to go down to the cafeteria, they're having roast beef and potatoes today.

**Jeff:** That actually sounds pretty good. Mind if I join you? I had some questions for you.

**Alex:** Sure, it's been a little while since we've had a chance to catch up. How have things been going?

### Q. Conversation Question

- 1) What will Jeff do for lunch?
- 2) Would you prefer to eat in the company cafeteria or an off-site location?



## Vocabularies

**solely:** Alone; singly.

**High-class:** Of superior quality; first-class.

**regret:** To feel sorry, disappointed, or distressed about.

**regret:** Going back for a second portion of food.

**vital:** Necessary to continued existence or effectiveness; essential.

**in mind:** In this situation, to have something that you wanted to do.

## Grammar point

### **Reported(indirect) speech: questions**

#### **Reported questions**

- **Yes/no questions:** We report yes/no questions by using **if** or **whether** and follow the tense rules (Unit 1C) and time expression rules (Unit 1D). The question form of the verb needs to be changed to the statement form. We don't need question marks.

**Example:** Mrs. Green asked us, "Do you know the answer?"

Mrs. Green asked us if (whether) we knew the answer.

- **Wh-questions:** We report Wh-questions using the question words and follow the tense rules and time expression rules. We need to change the question form of the verb to the statement form. We don't need question marks.

**Example:** He asked me, "Where do you live?"

He asked me where I lived.

Make the following sentences in reported speech.

- 1) She asked me, "Do you have any siblings?"
- 2) He asked me, "What time should we leave?"
- 3) Mr. Lopez asked me, "Do you have time to teach
- 4) Ms. White asked Ben, "Which application do you need to work on the project?"



## Practice IT!

- 1) What are some advantages of eating at a company cafeteria rather than going out to eat at a restaurant?
- 2) Do you think that a company should be responsible for providing healthy food in their own cafeteria, or should it be the employees responsibility to order wisely?



Jeff is getting used to his office life, and soon will be more actively participating in corporate culture. His training period is coming to a close, and Erik wants to meet with him about playing a larger part in an upcoming meeting. Let's take a look at what Erik wants him to do.

### Conversation

**Erik:** Jeff, Samantha tells me that your training has been going really well. You seem to be picking things up pretty quickly.

**Jeff:** Thanks. Yeah, I'm finally getting a handle on things.

**Erik:** Great. As you know, we have a weekly meeting every Friday. I'd like you to put together a quick presentation on some of the things that you learned during your training period. This will help cement the training in your mind, as well as refresh us.

**Jeff:** I'll do my best sir. When should I give the presentation?

**Erik:** How about the week after next?

### Q. Warm Up Questions

1) What are some of the most common challenges that employees regularly face in an office environment?

### Q. Conversation Question

1) How has Jeff been doing during his training?

2) What does Erik want Jeff to do at the upcoming meeting? Why?

### Matching

Line up the following words with their definitions.

- |                |   |
|----------------|---|
| 1) swing by    | _____ regret.                               |
| 2) distraction | _____ to deal with.                         |
| 3) settled     | _____ to feel sorry or disappointed about.  |
| 4) handle      | _____ anything that prevents productivity.  |
| 5) initiative  | _____ the power to begin or follow through. |
| 6) regret      | _____ to visit a place briefly.             |

## Grammar point

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Enter the correct verb forms. You might need to change them or add a word.

- 1) You need \_\_\_\_ to sleep. (go)
- 2) I look forward to \_\_\_\_ from you. (hear)
- 3) \_\_\_\_ without \_\_\_\_ is rude. (leave, pay)
- 4) I can't afford \_\_\_\_ a new computer screen. (buy)
- 5) He was disappointed \_\_\_\_ his low score on the test. (see)
- 6) Let me help you. I'm tall enough \_\_\_\_ the top of the shelf. (reach)
- 7) I don't mind \_\_\_\_ alone. (go)

Change the following direct statements to reported statements.

- 1) Mark said, "I've been to Korea." \_\_\_\_\_.
- 2) He asked me, "Do you know how to get there?"  
\_\_\_\_\_.
- 3) The math teacher said, "Albert Einstein says, "Do not worry about your difficulties in Mathematics." \_\_\_\_\_.

## Practice IT!

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- 1) Think back to your first day of working at a job. What are some things that you were nervous about. Where those fears realistic?
- 2) Think about ways that you could help another person starting at your company. How could you make them feel more comfortable with the way that your company does business?

