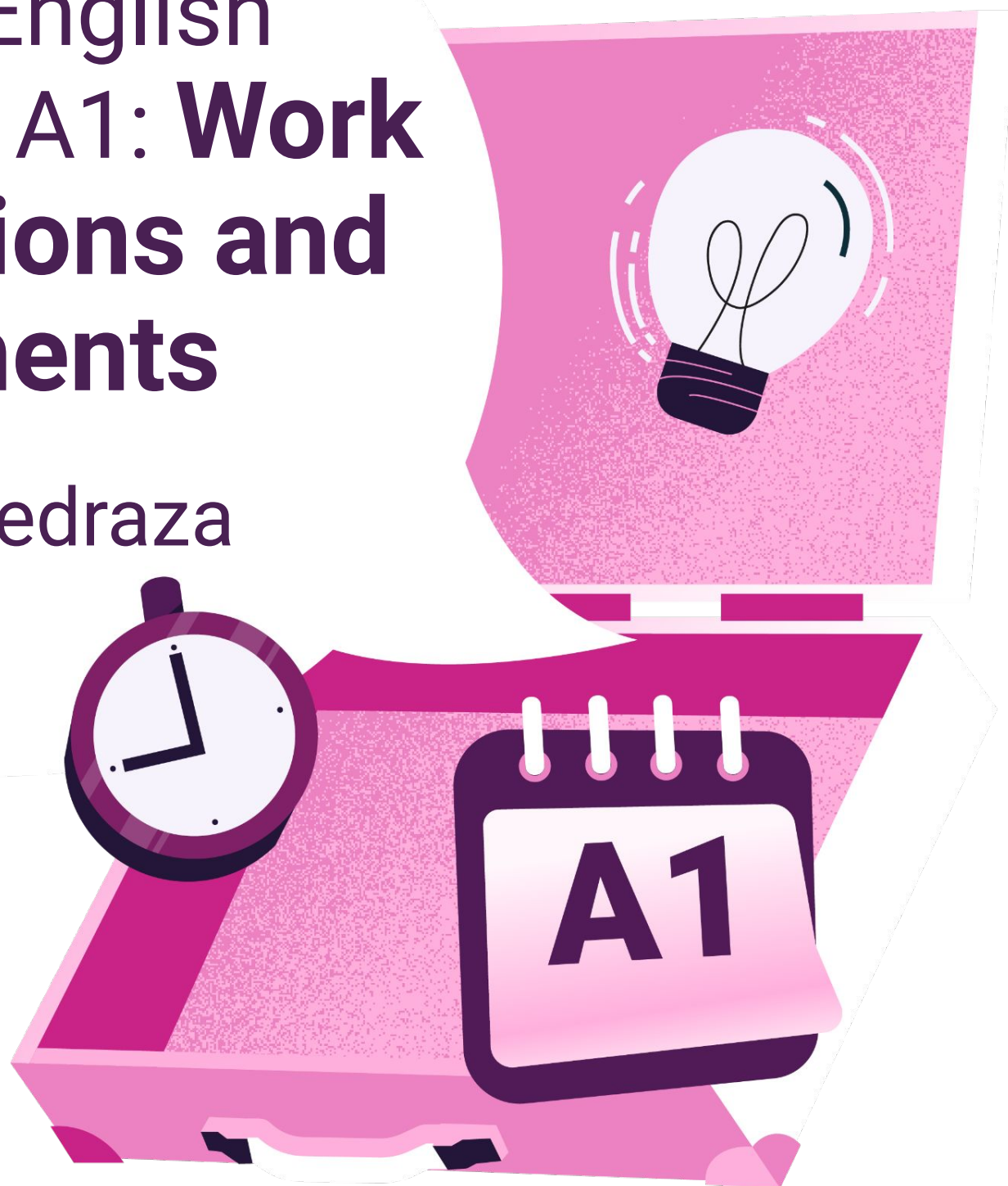
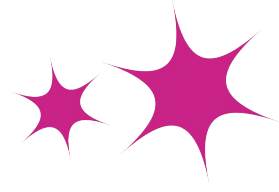


Basic English Workshop A1: **Work Expressions and Elements**

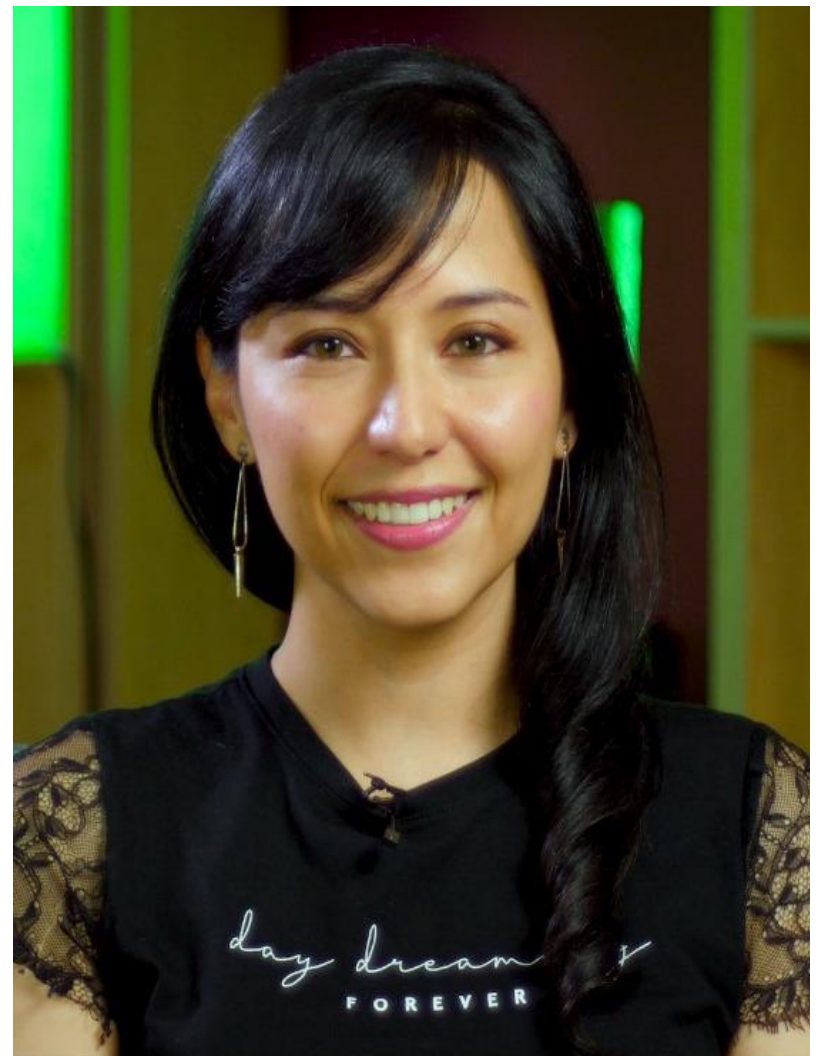
Gina Pedraza

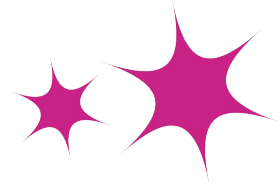




Who am I?

- I was born in New York City.
- I have 2 Bachelor's Degrees.
- I am a TEFL certified teacher with 7 years of experience teaching English to students in business and technology industries.



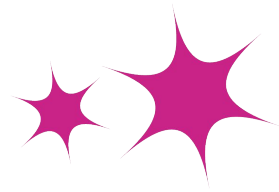


Interesting facts!

- I love to travel.
- I have done 7/12 things that are in my bucket list.
- I'm vegetarian.

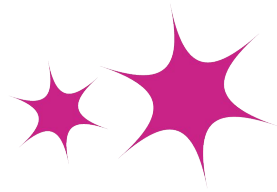


Cappadocia, Turkey



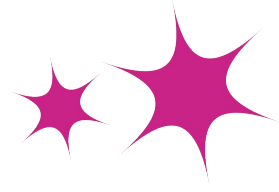
In this workshop, you will practice:

- Alphabet.
- A and an.
- Sentences with *it's*.
- Plural forms.
- Sentences with *there are*.
- Numbers.
- Colors.
- Subject pronouns.
- Professions.



In this workshop, you will practice:

- Greetings.
- Negative and question statements.
- Possessive adjectives.
- Days of the week.
- Your hobbies.
- Questions with *what's your...*
- Wrap up.



How will you learn?

- Roleplays
- Worksheets
- Interactive quizzes
- Interactive explanations





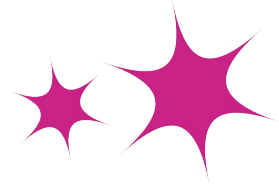
**You got
the job!**





Welcome to Platzzi!

Your corporate profile.



Listen to the phone conversation

- You will get to know: Veronica and Adam.
- Listen and repeat if necessary.





**Roleplay:
Welcome
to Platzi!**



Question time!

What information is necessary for Adam?

Veronica's full name

Veronica's personal ID number

Veronica's favorite color

What information is necessary for Adam?

Veronica's full name

Veronica's personal ID number

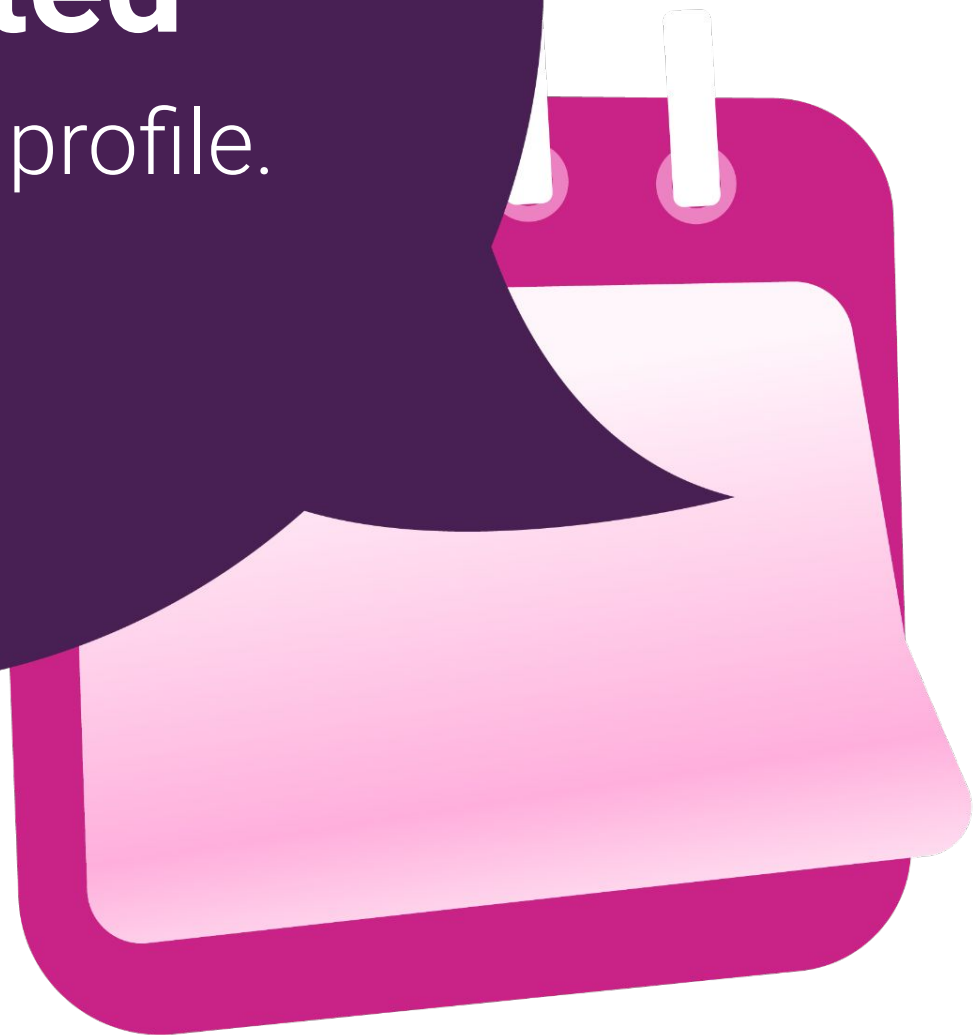
Veronica's favorite color

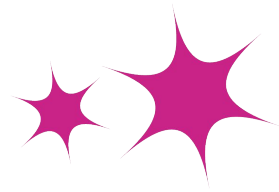
**What other personal
information does
Adam need?**

Practice asking for and giving out personal information with the activities in the worksheet.

Before you get started

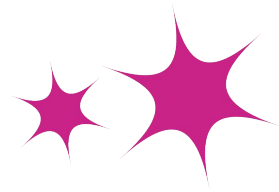
Your corporate profile.





1. Download Slack

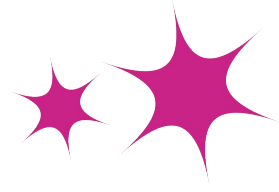




2. Upload a profile picture

Profile



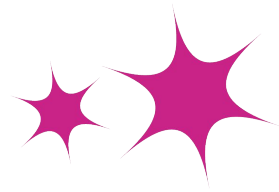


3. Add your name and role



Veronica Williams 🇬🇧

HR Specialist



4. Define your status



In a meeting — 1 hour



ON — 4 hours



OFF — Don't clear



Vacationing — Don't clear

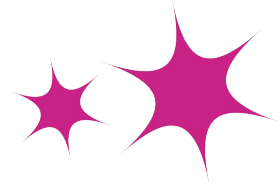


Out sick — Today

Automatically updates



In a meeting — Google Calendar updates are on



Define your status

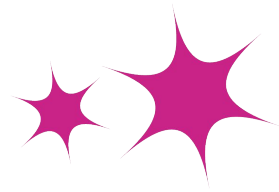


Veronica Williams 

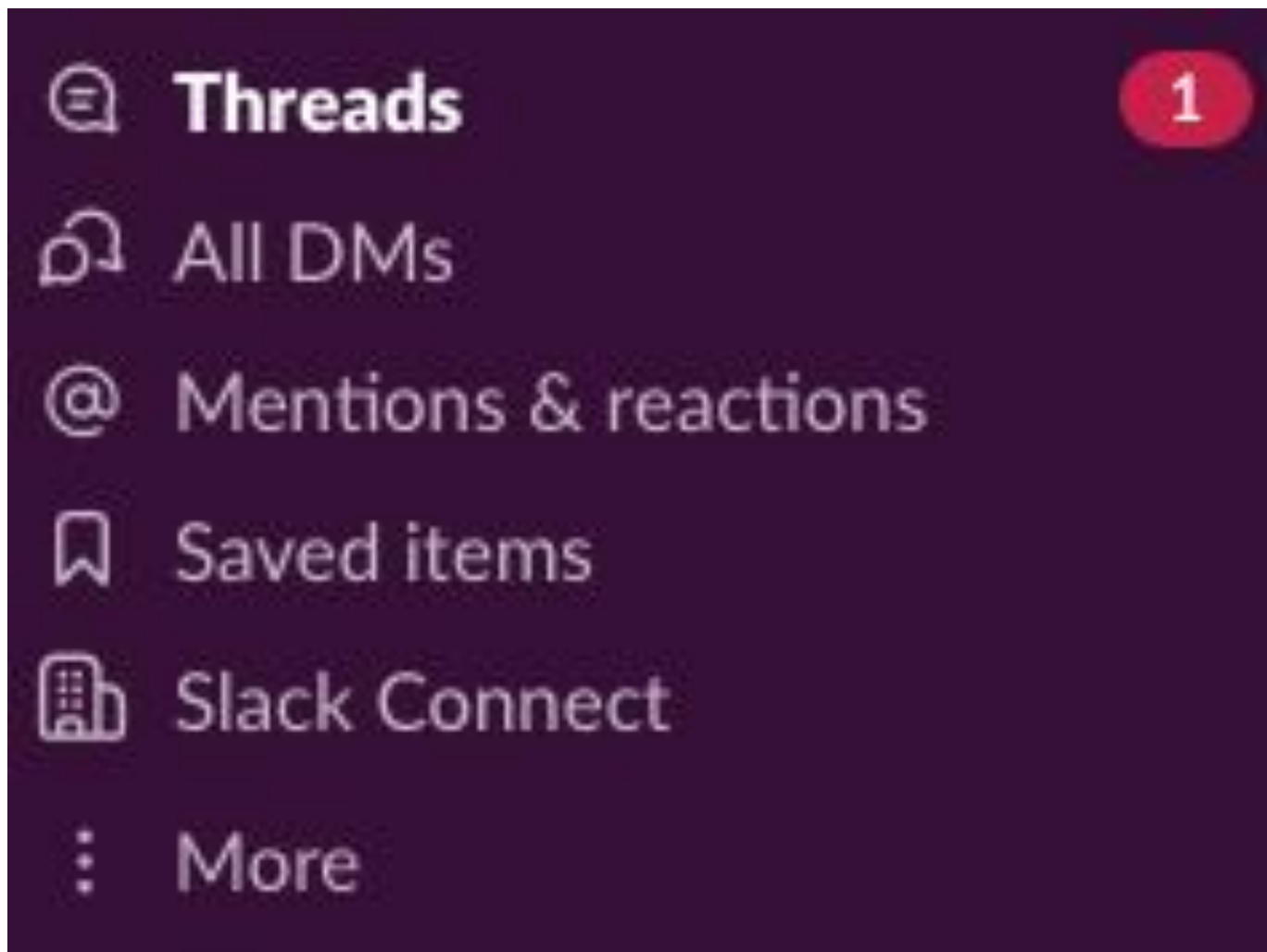
HR Specialist

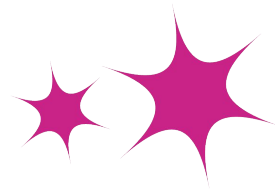


In a meeting • Google Calendar

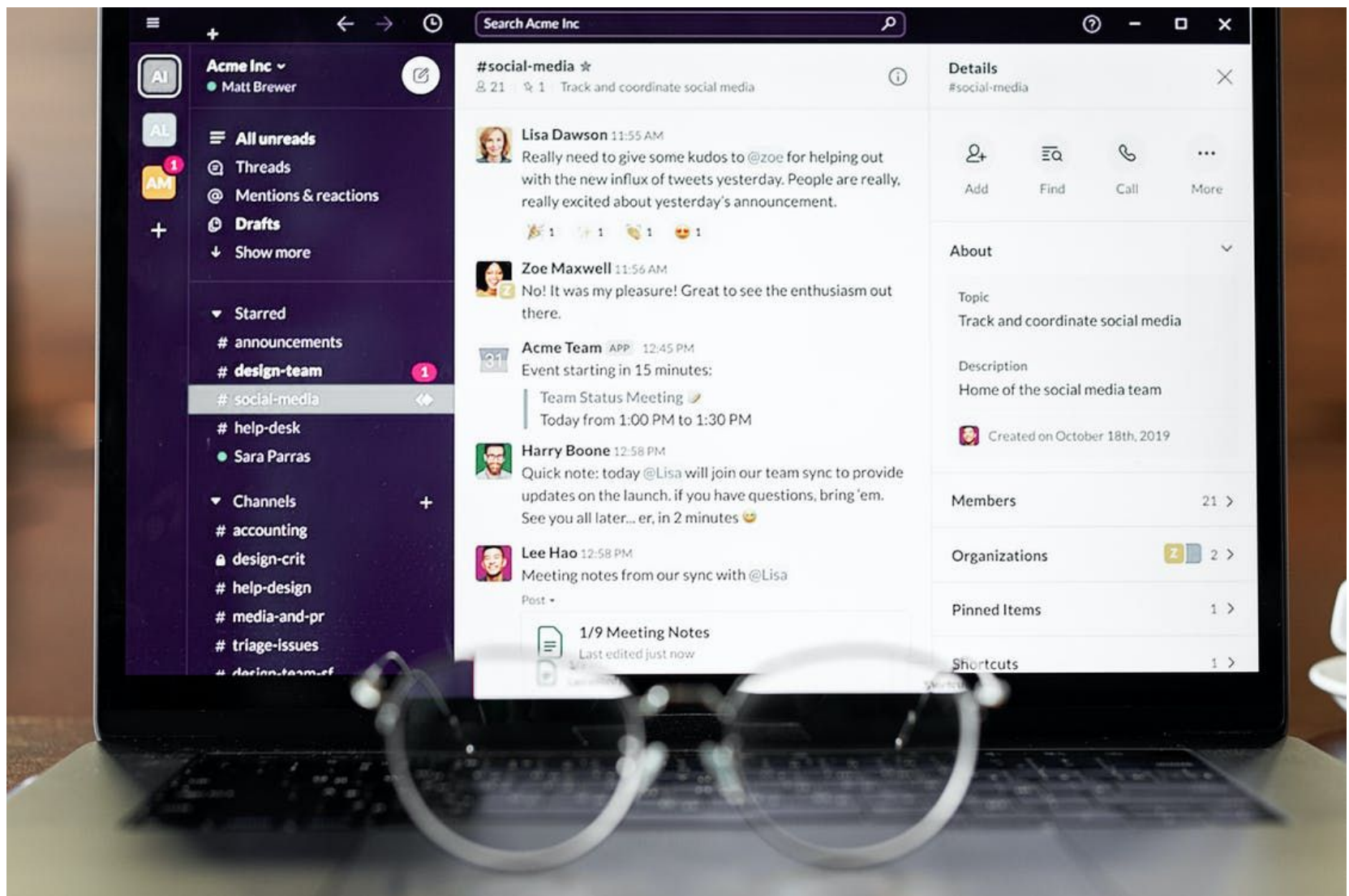


5. Check notifications

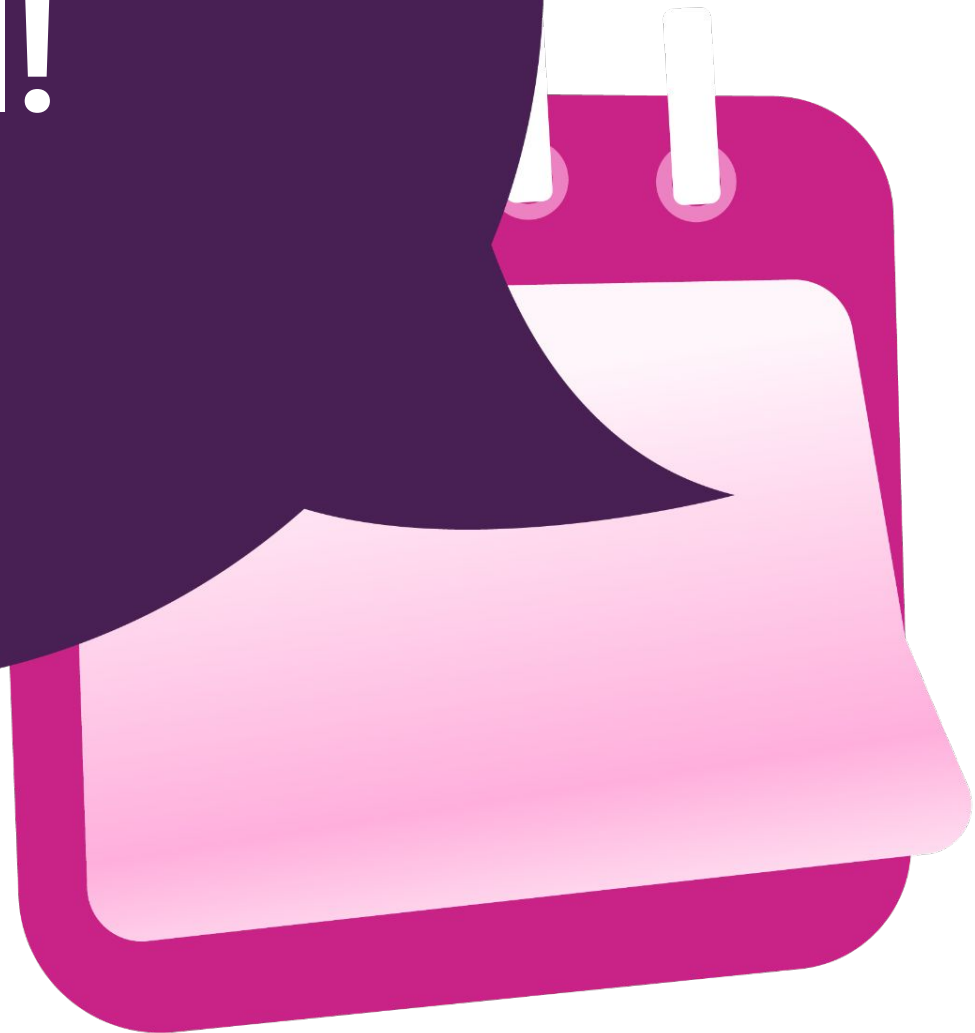


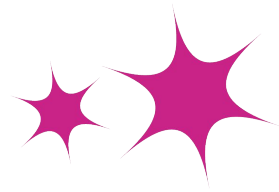


6. Review comments



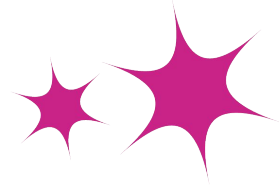
**Your Corporate
Email!**





1. Download Gmail





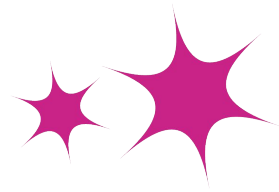
2. Upload a profile picture

Profile picture

A picture helps people recognize you and lets you know when you're signed in to your account

 Visible across Google services. [Learn more](#)

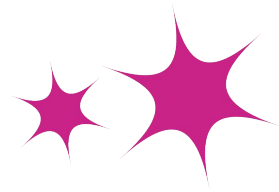




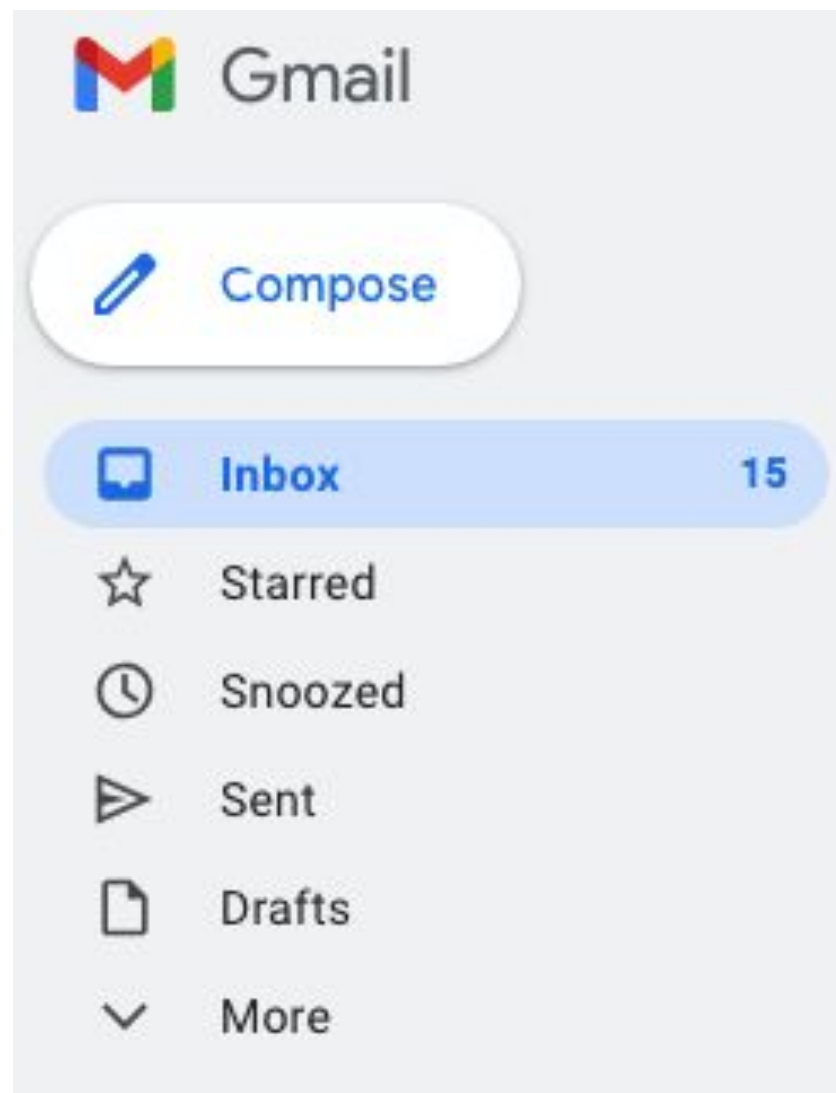
3. Add your name

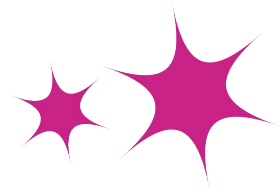


Veronica Williams



4. Check notifications





5. Reply messages



Recipients

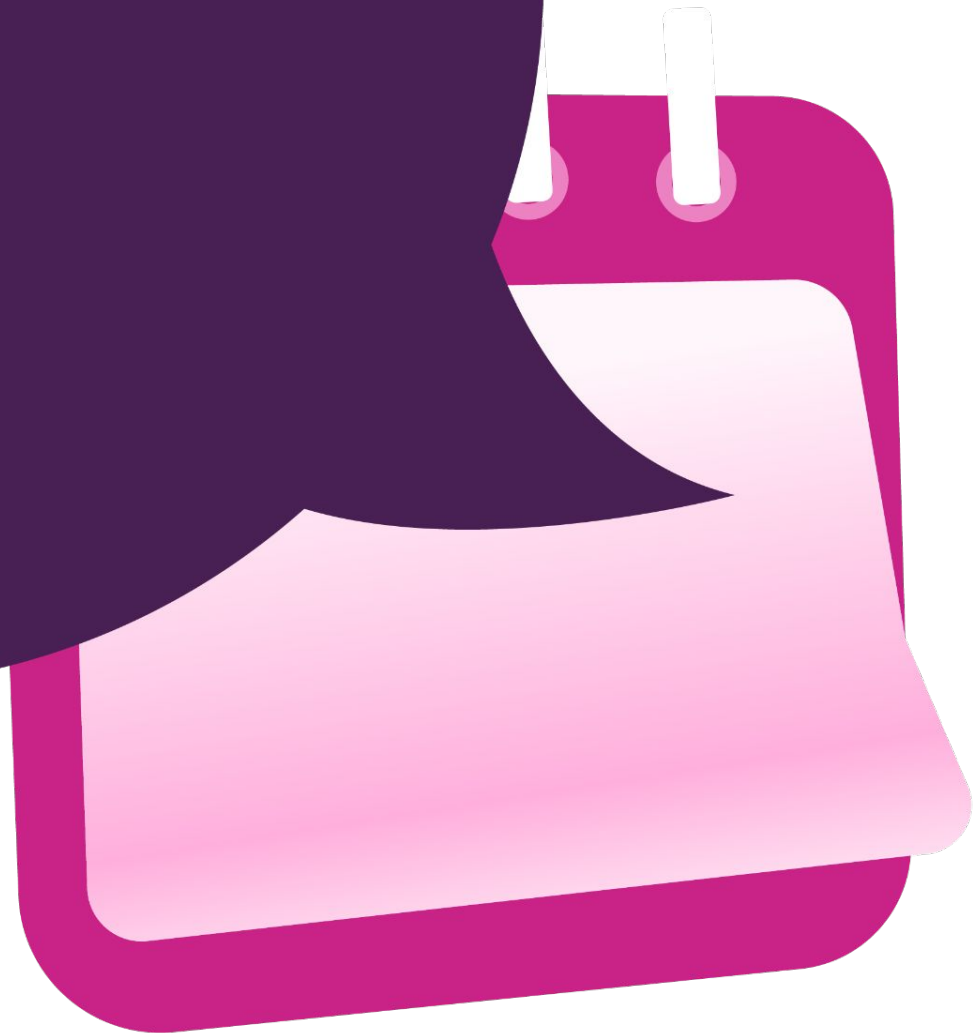


Send



Quiz

Module 1



When creating an online profile, it is important to _____ a picture of yourself.

download

review

upload

When creating an online profile, it is important to _____ a picture of yourself.

upload

If you want to answer an email, you need to click on _____.

forward

reply

delete

If you want to answer an email, you need to click on _____.

reply



**First day
at work!**



**Preparing for your
first day at work.**





Watch the roleplay and answer the questions:

- **You will see:**
Veronica and Adam.
- **Take notes and answer:**
 - When is Veronica's first day of work?
 - What time should she be at the office?



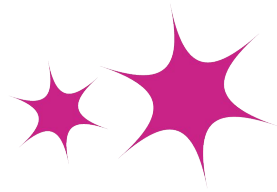


**Roleplay:
Preparing for
your first day**



Thermos

**When is Veronica's
first day of work?**

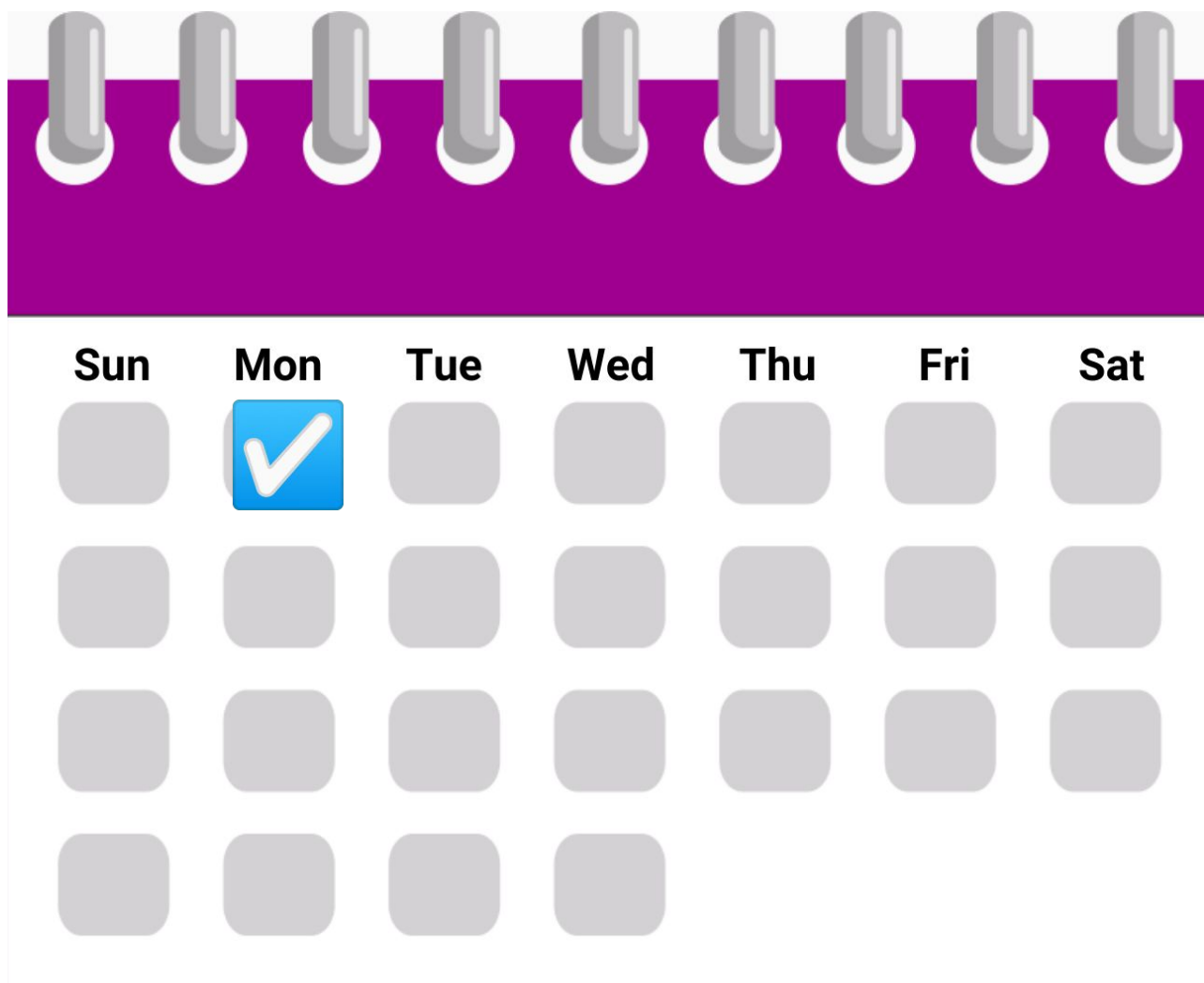


It is on _____.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			



It is on **Monday**.



**What time does Veronica need
to be at the office?**

8:00 a.m.

9:00 a.m.

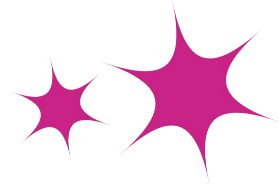
10:00 a.m.

**What time does Veronica need
to be at the office?**

9:00 a.m.

**A tour of your new
office space.**





Watch the tour of the office and take note of what you see

- **You will see:**
Veronica and Adam.
- **Take notes and answer:**
 - What office elements can you see?





**Roleplay:
A tour of your
new office space.**

Printer

Laptop

Desk

Chair



Keyboard



Markers

Mouse

Scissors

Cactus / Plant

Plant pot

**Computer
Monitor**



Question time!

What office elements can you remember?

A chair and a desk

A tv and a radio

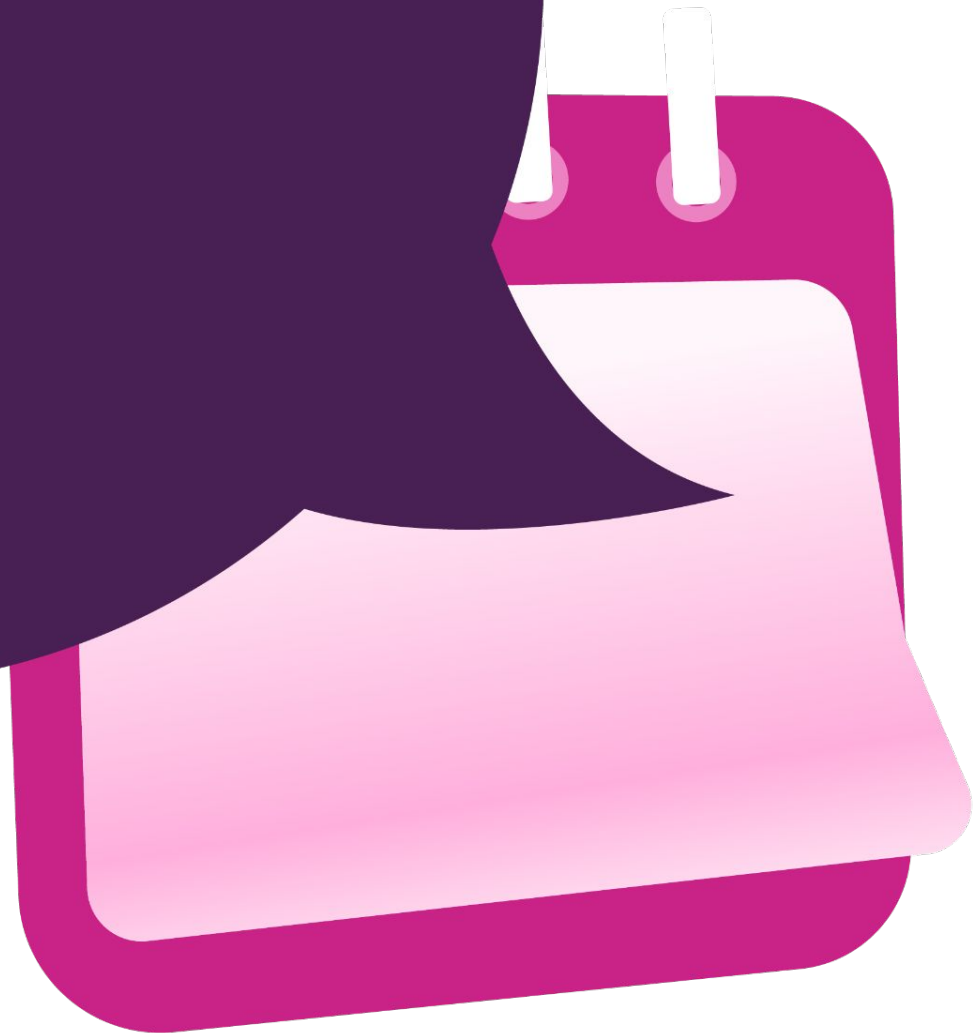
A sofa and a printer

What office elements can you remember?

A chair and a desk

Quiz

Module 2



This is _____ office chair.

an

a

This is _____ office chair.

an

_____ 4 markers on the desk.

There is

There are

_____ 4 markers on the desk.

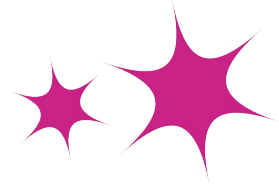
There are



**Practice and learn
about other office
elements in your
worksheet!**

**Meet your
team leader.**





Watch and take note of Veronica's tasks

- **You will see:**
Veronica, Adam and
get to know Sandra.
- **Take notes**
 - Who is Sandra?
 - What are
Veronica's tasks?





**Roleplay:
Meet your
team leader.**



Question time!

Who is Sandra?

She is the team leader

She is a candidate

Who is Sandra?

She is the team leader

This is NOT one of Veronica's tasks:

Write company manuals

Interview candidates

This is NOT one of Veronica's tasks:

Write company manuals



**Meeting
the team.**



**First team
meeting.**





Watch the team meeting and take note:

- **You will see:**
Veronica, Adam,
Sandra and Natalie.
- **Take notes**
 - Who is Natalie?
 - What is her position?



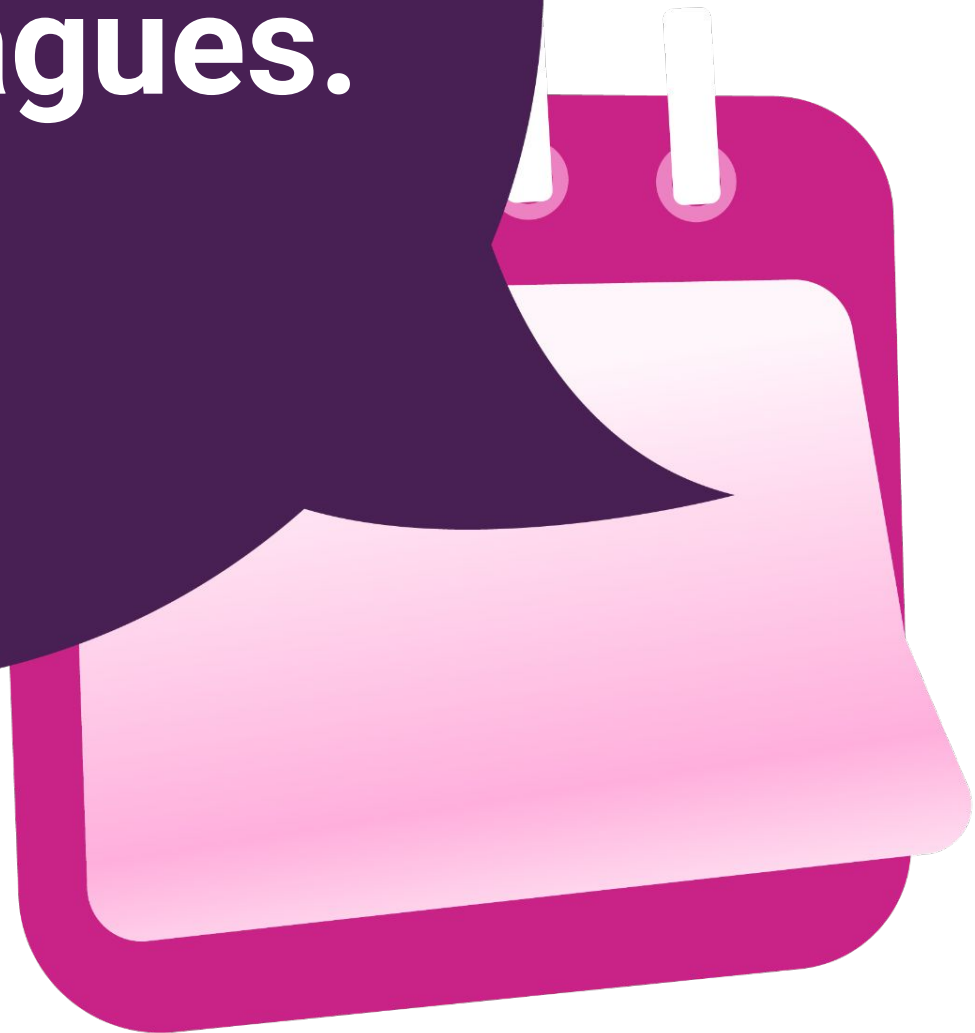


**Roleplay:
First team
meeting.**

**Who is Natalie and
what is her position?**

**Answer the questions and
practice vocabulary in
your worksheet.**

**Getting to know
your colleagues.**





Watch and take notes of their hobbies:

- **You will see:**
Veronica, Adam,
Sandra and Natalie
- **Take notes and answer the question:**
What are their hobbies?





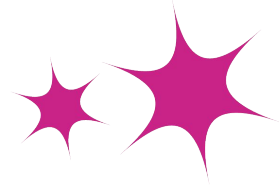
**Roleplay:
Getting to know
your colleagues.**



**Practice
vocabulary about
hobbies in your
worksheet!**



Who can help me?



Listen to the phone conversation

- **You will see:**
Veronica and Adam.
- **Listen and answer the question:**
What is Veronica's problem?





**Roleplay:
Who can help me?**



**Answer the
question and
continue practicing
in your worksheet!**

**Answer the questions and
practice vocabulary in
your worksheet.**

VeronicaWiliams@platzi.com

VeronicaWilliams@platzi.com

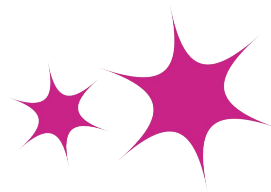


**Scheduling
meetings.**

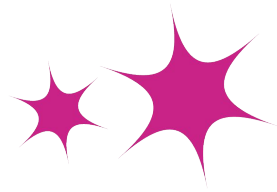


ON

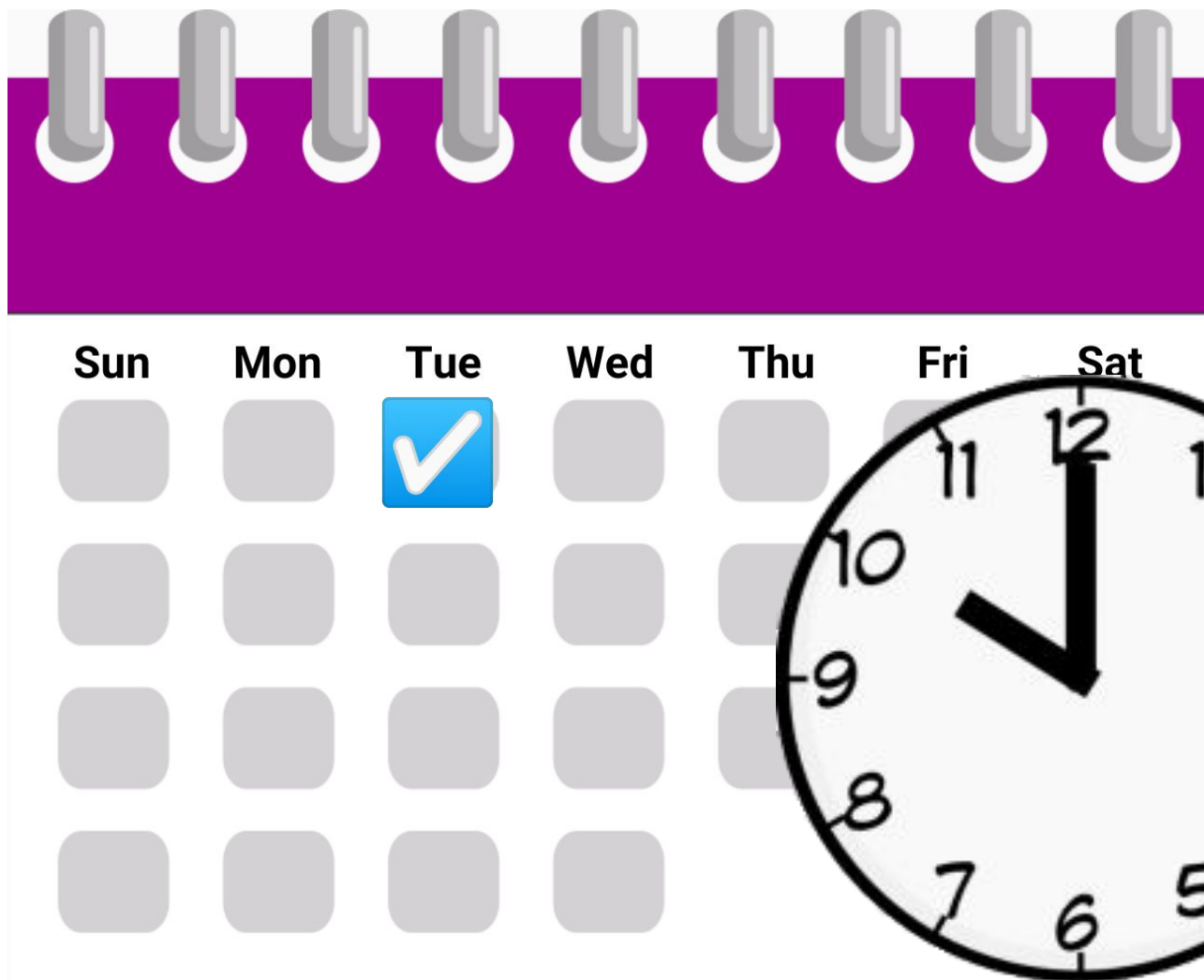
AT



Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

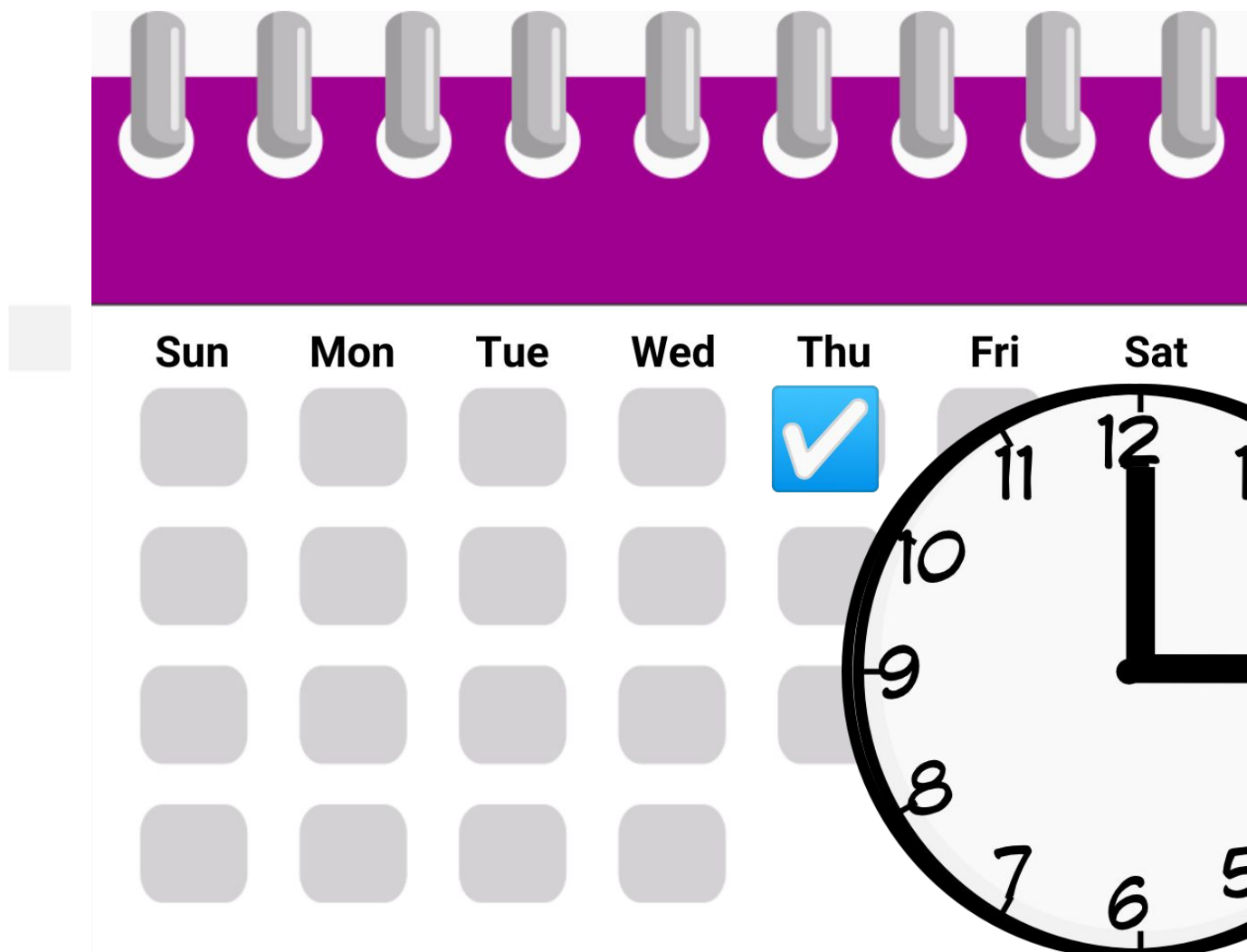


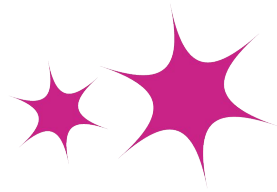
**My next meeting is on
Tuesday at 10:00 am.**



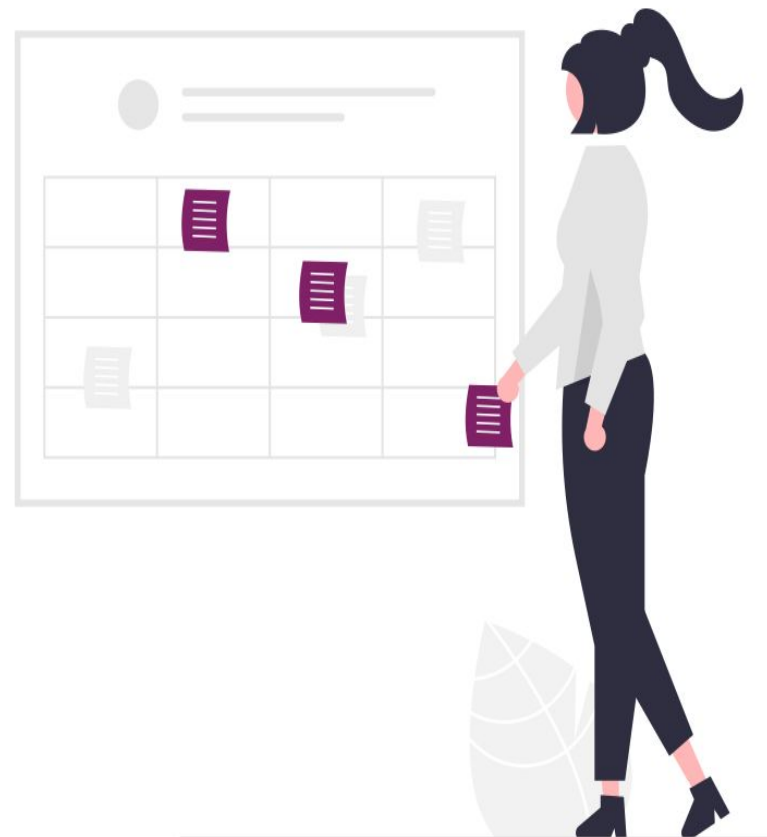
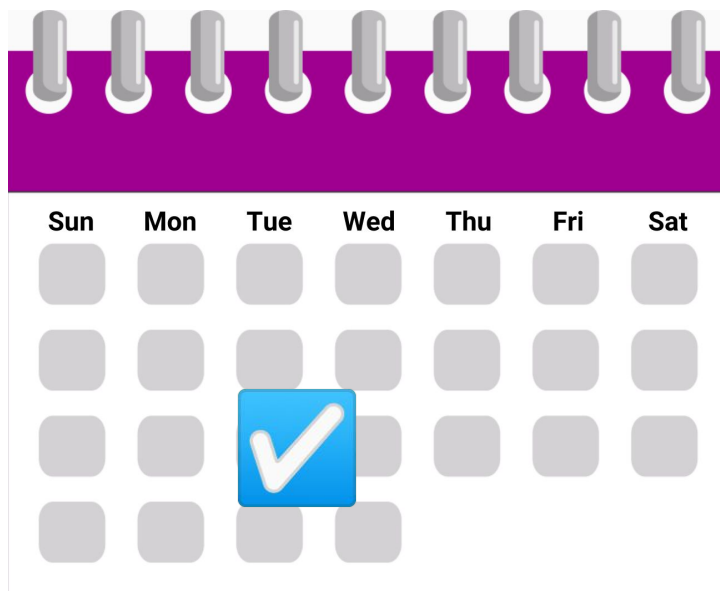


I have a class on
Thursday at 3:00 pm.





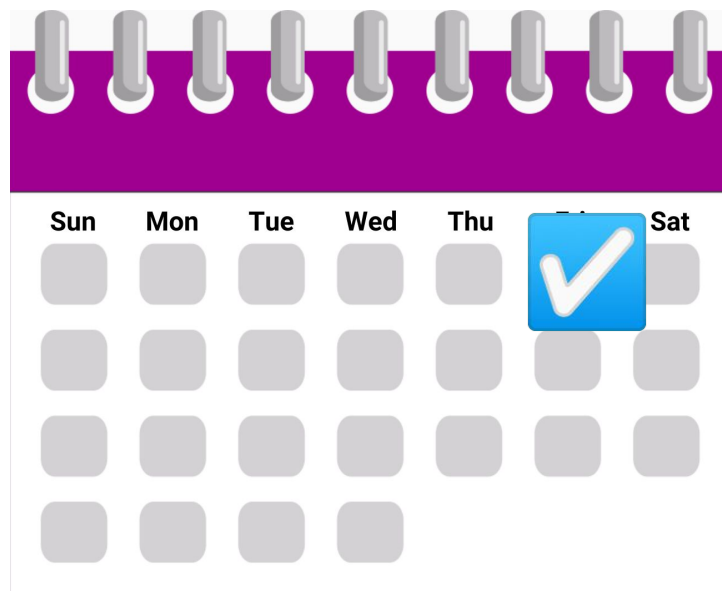
1. Complete the sentence:



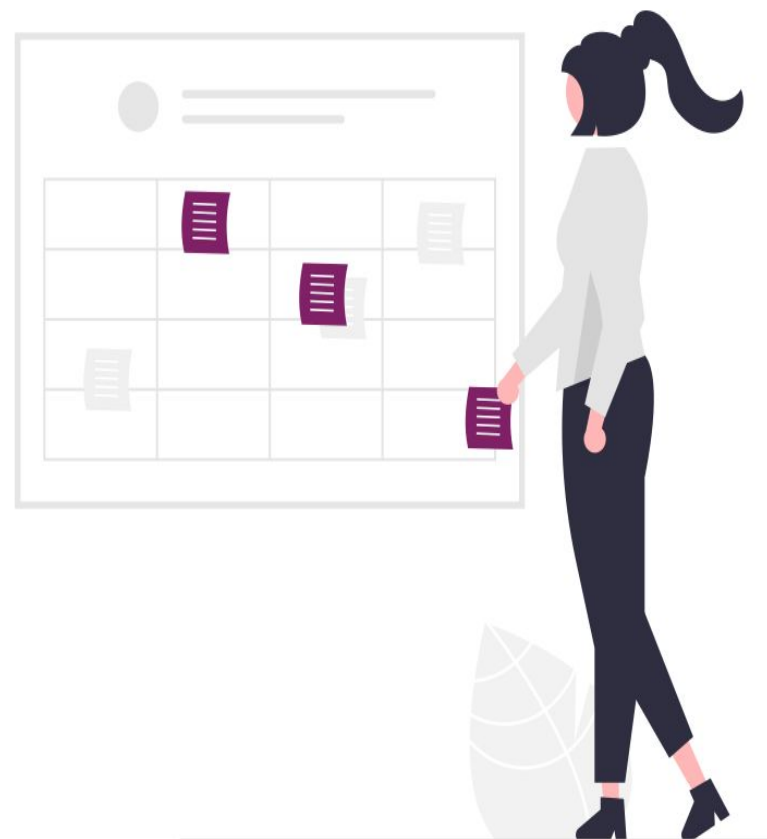
My English Class is
on _____.



2. Complete the sentence:

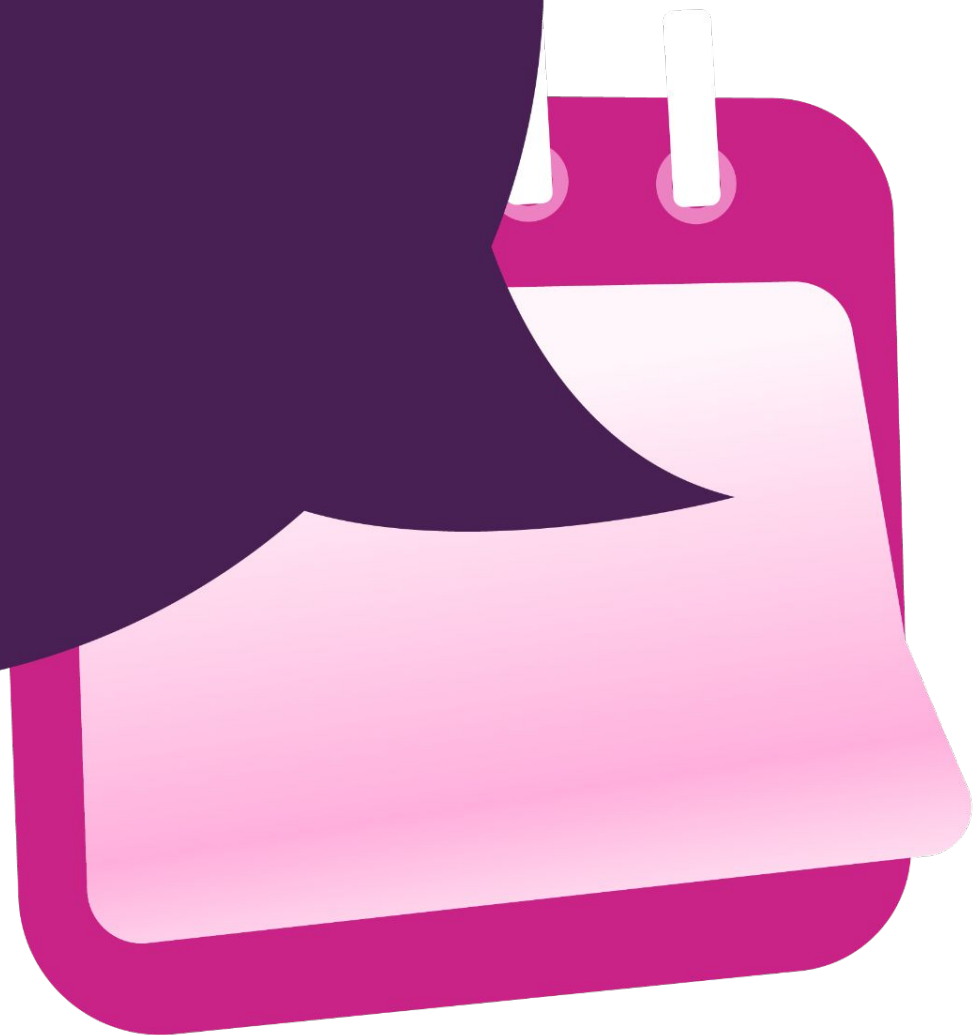


There is a company activity on _____.



Quiz

Module 3



Our team meeting is _____ Friday.

on

at

Our team meeting is _____ Friday.

on

**I have a meeting with Sandra
tomorrow _____ 2:00 p.m.**

on

at

I have a meeting with Sandra
tomorrow _____ 2:00 p.m.

at

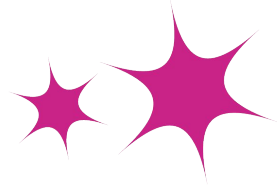


Your tasks.



**Onboarding
Complete.**





Watch and take notes:

- **You will see:** Veronica, Adam and Sandra.
- **Take notes and answer:** Who is happy?



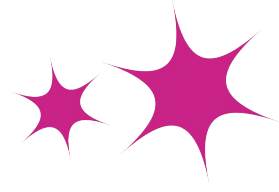


**Roleplay:
Onboarding
complete.**

2 months later.

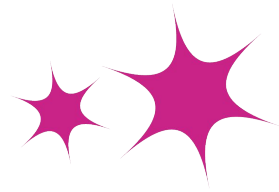
**Reviewing
profiles.**





Profile description:

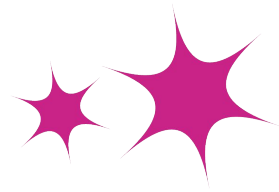
- **Work:** 2+ years of experience.
- **Languages:** English, Spanish and Portuguese.
- **Abilities:** Good communication, teamwork and responsibility.



Candidate #1



Jhon



Candidate #2



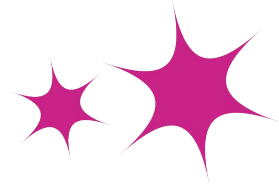
Ravee



**Download your
worksheet to learn
more about the 2
candidates!**

**Interviewing
candidates.**





Watch and take notes:

- **You will see:**
Veronica, Ravee
and Jhon.
- **Take notes and
answer:** Who is
the right candidate
for the position?



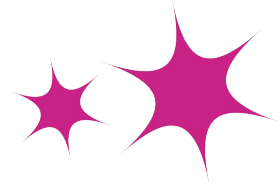


**Roleplay:
Interviewing
candidates.**

**Who is the right
candidate for the
position?**

**Selecting a
candidate.**





Watch and take notes:

- **You will see:**
Veronica and Jhon.
- **Take notes and answer:** Is Jhon excited?

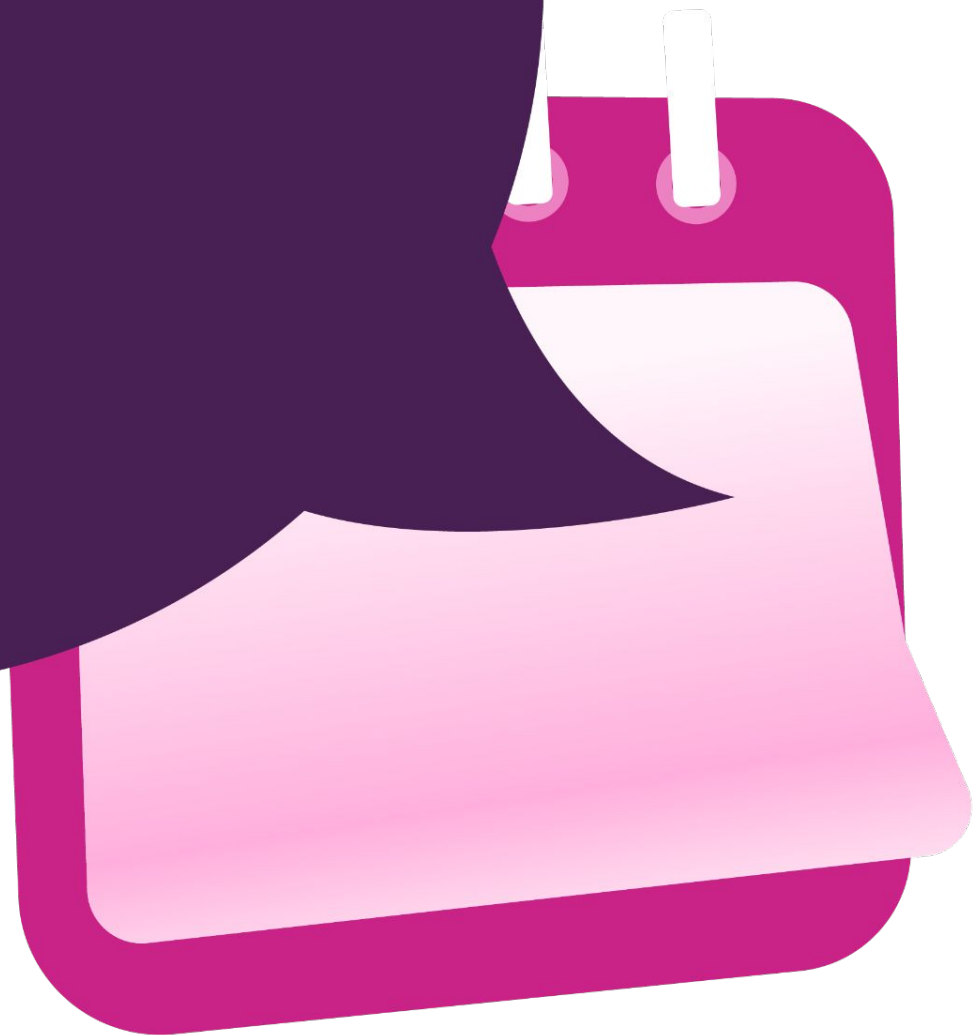


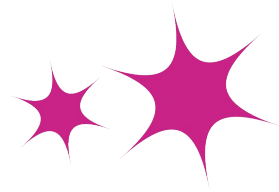


**Roleplay:
Selecting a
candidate.**

**Is Jhon
excited?**

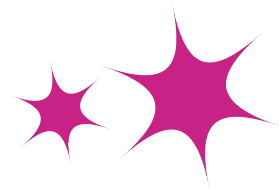
Wrap up!





In this course, you practiced:

- Alphabet.
- A and an.
- Sentences with *it's*.
- Plural forms.
- Sentences with *there are*.
- Numbers.
- Colors.
- Subject pronouns.
- Professions.



In this course, you practiced:

- Greetings.
- Negative and question statements.
- Possessive adjectives.
- Days of the week.
- Your hobbies.
- Questions with *what's Your*.