UD1- READING COMPREHENSION: Your First Day at Work

Starting a new job is an important moment in anyone's career. In this reading activity, you will explore practical advice and useful strategies to make your first day at work a success. You will read a text and complete two tasks: one to match headings with paragraphs, and another to check your understanding with multiple-choice questions.

These skills will help you:

• Understand workplace-related texts.

• Identify the main idea of each section.

• Develop your reading strategies for professional contexts.

Take your time, read carefully, and think about how this information might be useful in your own future job.

Starting Off on the Right Foot: Your First Day at Work

1. ___ the night before your first day, make sure you know where to go and what time to arrive. It's a good idea to plan your route in advance and try it out if possible. Being 15 minutes early shows you are serious and respectful. You should also bring all the necessary documents, such as your ID, bank details, and tax information, so you're ready to fill out any forms. If you're not sure what to bring, ask your employer in advance. Don't forget to bring lunch or a snack, in case there's nowhere to buy food nearby.

2. ___ When you arrive, your manager will probably introduce you to your team. Be friendly, smile, and try to remember people's names. Having a short introduction prepared (sometimes called an "elevator pitch") can help when colleagues ask about your background. First impressions are important, so use positive body language: stand up straight, make eye contact, and show that you are listening.

3. ___ Most workplaces give new employees a quick tour. You'll learn where the bathrooms, lunchroom, and exits are. Some places also show you lockers or where to store your things. If nobody offers this information, don't be afraid to ask. It's also useful to find out about your schedule, break times, and who to contact if you have a problem. Larger companies may have an official induction program that explains rules, safety procedures, and the company's mission.

4. ___ You'll receive a lot of new information on your first day, and that can feel overwhelming. Don't worry if you can't remember everything—ask questions when you need help. It's better to ask than to do something incorrectly. Try repeating instructions in your own words to make sure you understood them. For example: "So I enter this code and then press this button, right?" You can also keep a notebook with useful information, like names, procedures, or common expressions used at the company.

5. ___ the first day is a great time to start building professional relationships. Be polite, accept invitations to lunch, and thank people who help you. You can also start creating a small network of colleagues who can support you as you learn. If you're given small tasks or responsibilities, try your best to complete them well. Showing interest and effort early on helps others see that you're motivated and reliable.

Adapted from: Linkedin, YouthCentral, Indeed

Activity 1: Match the Headings: You will read a text divided into five sections. The headings are missing. Match each paragraph (1–5) with the correct heading from the list A–E.

Headings:

A. Making a good impression

B. Meeting your new team

C. Getting ready before you start

D. Learning as you go

E. Exploring the workplace

Paragraph	Correct Heading

Activity 2: Multiple Choice – Reading Comprehension

Choose the best option (A, B or C) for each question.

1. **What is recommended before your first day?**
   - • A. Arrive exactly on time.
   - • B. Prepare your lunch and documents.
   - • C. Avoid asking too many questions.

2. **Why is it useful to prepare an "elevator pitch"?**
   - • A. To introduce yourself in meetings.
   - • B. To impress your manager with technical terms.
   - • C. To explain your job to clients.

3. **What should you do if you forget how to do something?**

- A. Try to guess and do your best.
- B. Ask for help or clarification.
- C. Wait until someone notices.

4. **Why should you write down new words and expressions**?

- A. So you can teach others.
- B. To use them in job interview
- C. To remember them and understand company language.

5. **What is one benefit of going to lunch with coworkers?**

- A. You can avoid asking questions in formal settings.
- B. It shows you're open to social interaction and team building.
- C. You will receive a formal evaluation