

SPEAKING

A conversation about work

LEVEL

Elementary (A2)

NUMBER

EN_A2_1044S

LANGUAGE

English

A photograph of three call center workers in teal shirts and headsets, sitting at a desk with a keyboard. The background shows a window with several yellow and pink sticky notes. A large white comma is in the top left corner of the blue sidebar.

Learning outcomes

- I can have a simple conversation about work.
- I can give my job preferences.



Focus on pronunciation

sends



Focus on pronunciation

sends

answers



Focus on pronunciation

sends

answers

drivers



Focus on pronunciation

sends

answers

drivers

nurses

wrists

Practise saying the final **-s** sound in these verbs and nouns.



Pronunciation practise

Make these words **plural** and **practise** saying them.



nurse

police officer

list

engineer

waiter

job

CV

salary

interview



Vocabulary review

Send a word to a classmate in the chat. They have to **make a sentence** with the word.





An application



I'm **applying** for a new **job**.

I am sending my **CV** to the company. I hope I get an **interview**.



My résumé lists my **education** and my **experience**. My **cover letter** explains why I want the job.

My boss is writing me a **recommendation letter** to say I'm good at my job.





What is your dream job?



I want to be a **dentist**. Dentists clean teeth and **fix** cavities.

I want to be a **receptionist**. Receptionists greet customers, **answer** phones, **take** messages, and **check** if someone's available.



I don't want a **job** where I have to **attend** meetings **from** eight o'clock **until** six o'clock.

I don't want a job where I have to work **on** Saturdays and Sundays.



Fill in the blanks

I go to work _____ seven o'clock
_____ Monday. I like to get an early start. I
check my e-mails _____ the morning
_____ lunch. I make phone calls in the
afternoon. After phone calls, I attend meetings
_____ three o'clock until five o'clock. I go
home _____ the meetings.



after

before

on

in

from

at



An interview

Remember to put the verbs in the correct form.



Hiring manager

Thank you for coming in today for this _____.

It's my pleasure. I _____ for this job last month, so I was glad when you called me to an interview.



Sophie



Hiring manager

May I read your _____? Can you tell me more about your studies?

Here it is. You can see I have two university _____.



Sophie

to apply

interview

degrees

CV



An interview

Remember to put the verbs in the correct form.



Hiring manager

That's impressive. Do you have any _____?

Yes, I have a job like this now and I have _____ letters from my current boss and my previous boss who say I am good at my job.



Sophie



Hiring manager

Great! I am happy to make you an _____ right now. Let's talk about the salary and benefits.

offer

work experience

recommendation



I'm on a **job hunt** again.

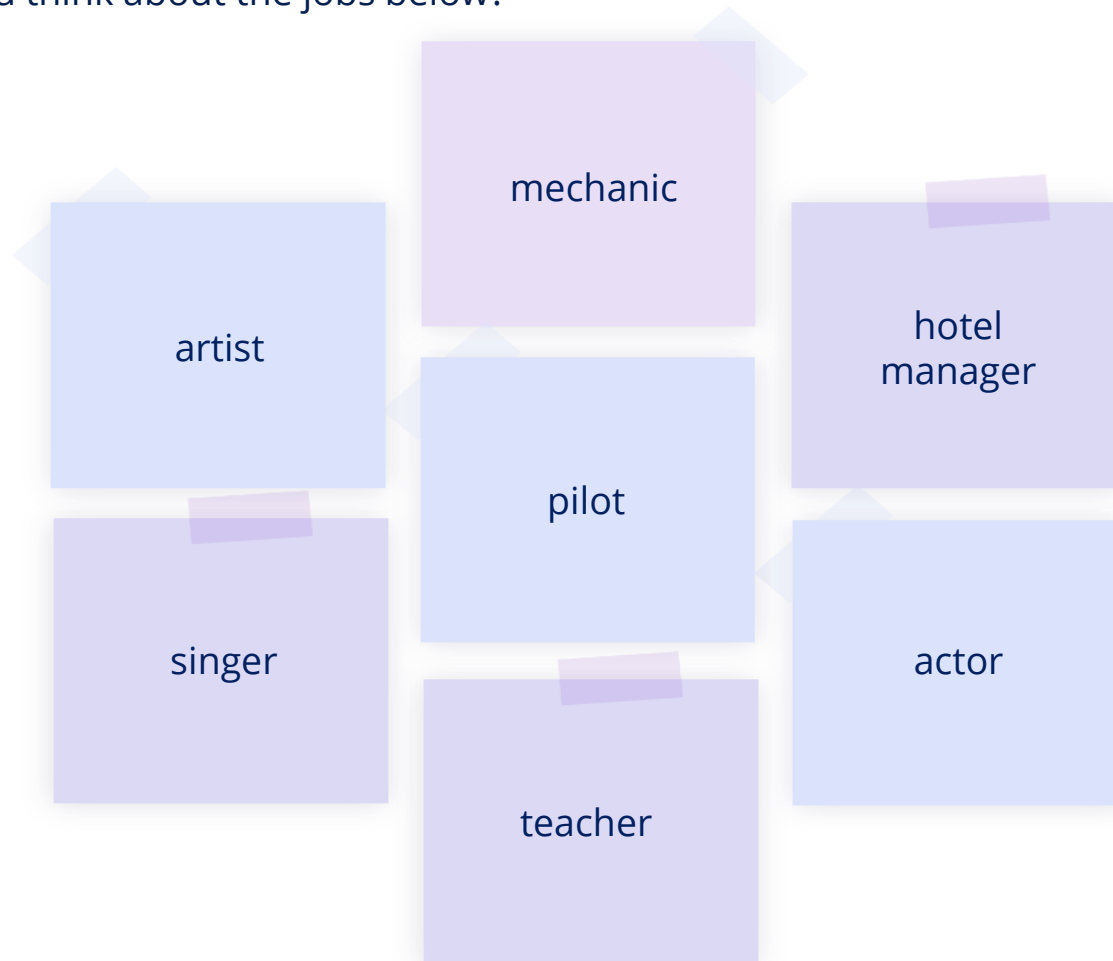


If you're on a **job hunt** it means that you are
_____ for a job.



Different types of jobs

What's the **most exciting** job you can think of? What about **the most boring**?
What do you think about the jobs below?





Transform the sentences: pronouns and possessives

Change *I* → *he/she* and *he/she* → *I*

1 I check **my** e-mails before lunch.



She checks her e-mails before lunch.

2 I answer the phone during the receptionist's lunch break.



3 **She** attends meetings in the afternoon.



4 **He** takes messages for people who are unavailable.



5 I write reports for **my** boss on Fridays.



6 I read articles on **my** phone on the way to work.





Working weekends

In which jobs do you have to work at weekends?



How would you feel about that?



What do you know about these jobs?

You can do this activity **in breakout rooms** or **as a class**.

How does someone get the job?

dentist

driver

police officer

What do they do at work?

receptionist

chef

waiter

In what order do they do these things?

mechanic

photographer

singer



Your job preferences

What are the jobs in the pictures?

1



2



3



4



5



Which of these would be the **best** job for you? Which would be the **worst**?

Why?



End of the lesson

Idiom

to tick all the boxes

Meaning: to be the right person for something; (of an object) to have all the required or desired qualities

Example: This sofa ticks all the boxes for me. Good quality, nice colour, very comfortable and the right size for my living room!



Additional practice



Multiple choice

Practise vocabulary from the lesson.

1 I'm _____ a new job.

- a. searching b. applying for c. needing d. wanting for

2 I am _____ my CV to the company. I hope I get an _____.

- a. reading; job b. sending; job c. sending; interview d. writing; interview

3 I want to be a _____. They check your teeth, clean them and fix cavities.

- a. doctor b. nurse c. dentist d. vet

4 Here is my CV. You can see I have two university _____.

- a. interviews b. experiences c. degrees d. letters

5 So, let's talk about the salary and _____ - for example, the company car and childcare.

- a. raise b. bonus c. tax d. benefits



Listening and writing practice

Your classmate will describe what they do on a **working day**.

Listen and take notes.

Write a short text about their day, using the 3rd person and the correct prepositions!





So, one time at work...



**Do you have any funny
work stories?**

What happened? Why was it funny?



Answer key

P. 11: at, on, in, before, from, after

P. 12: interview, applied, CV, degrees

P. 13: work experience, recommendation, offer

P. 16: 2- He/she answers the phone during the receptionist's lunch break. 3- I attend meetings in the afternoon. 4- I take messages for people who are unavailable. 5- He/She writes reports for his/her boss on Fridays. 6- He/She reads articles on his/her phone on the way to work.

P.23: 1. b 2. c 3. c 4. c 5. d



Summary

Pronunciation focus:

- Practise the final **-s** on plural nouns with words like *nurses* and *wrists*.

Talking about work:

- Use vocabulary from previous lessons, like *unemployed*, *application*, *cover letter* and *work experience*.
- *My boss is writing me a **recommendation letter** to say I'm good at my job.*

Talking about your job preferences:

- Use vocabulary from previous lessons to give your preferences.
- *I don't want a job where I have to work **on** Saturdays and Sundays.*



Vocabulary

dentist

painter

to apply

to check

cover letter

work experience

application

unemployed



Notes

