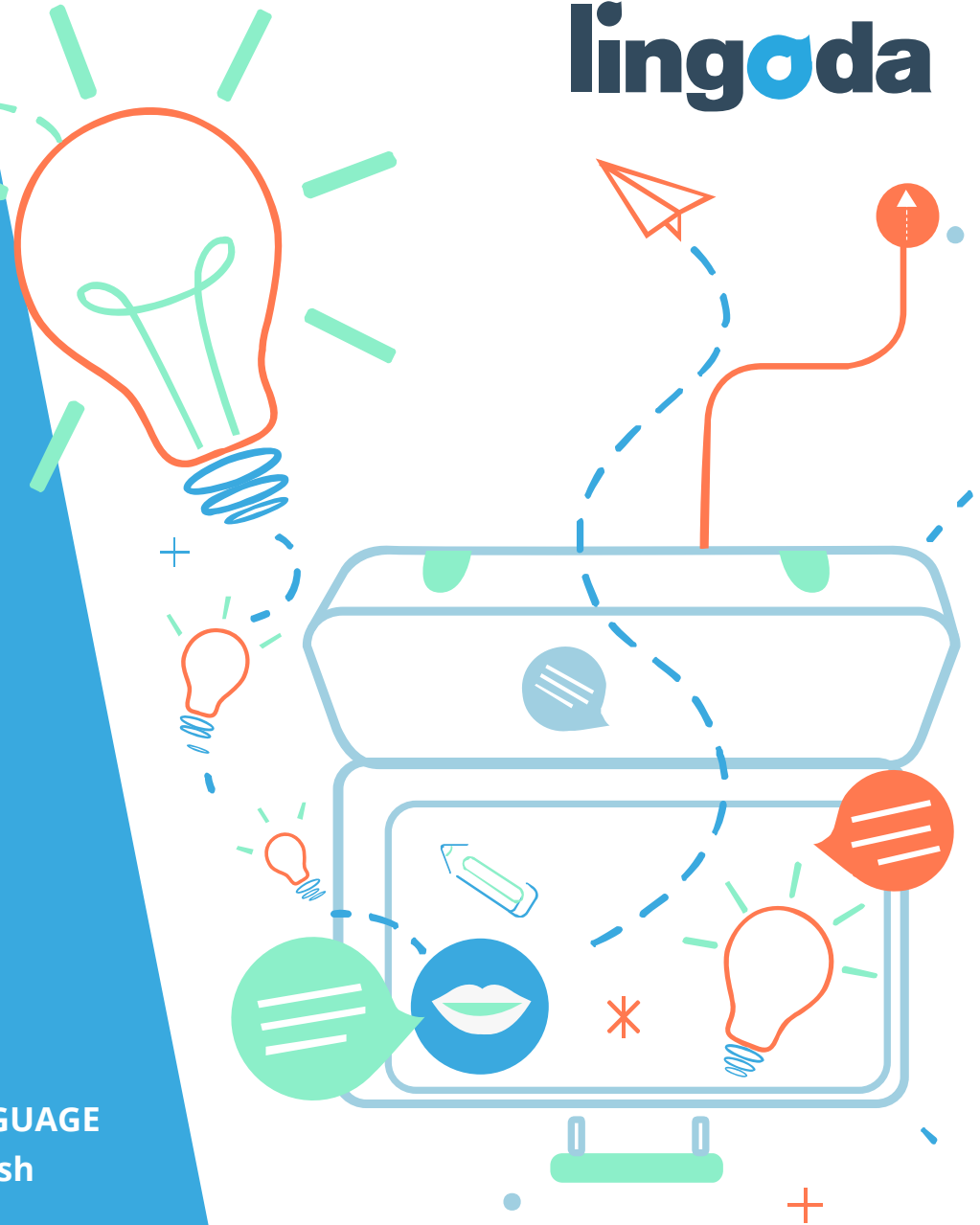


A conversation about my role in the company

SPEAKING

LEVEL	NUMBER	LANGUAGE
Lower-intermediate	EN_BE_2128S	English

lingoda



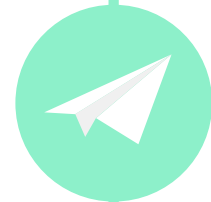


Goals

- Can engage in conversation about roles and tasks at work.
- Can distinguish between prepositions and adverbs of place and time.



I have a busy morning **at** work today. I am **giving a presentation** about our new marketing idea. It's **at** 10.00 am and **in** the main meeting room.





Preview and warm-up

In this lesson, we will be talking about **roles** and **tasks in a company** in an extended way.



I arrive at work early **in** the morning.



Pronunciation

team

colleague



Pronunciation

easy

Easter



Pronunciation

team

colleague

easy

Easter

The letters *ea* in these words are pronounced as a long *e* sound.



Pronunciation

see

agree



Pronunciation

feel

meeting



Pronunciation

see

agree

feel

meeting

The letters *ee* in these words are also pronounced as a long *e* sound.



Pronunciation

piece

movie



Pronunciation

field

niece



Pronunciation

piece

movie

field

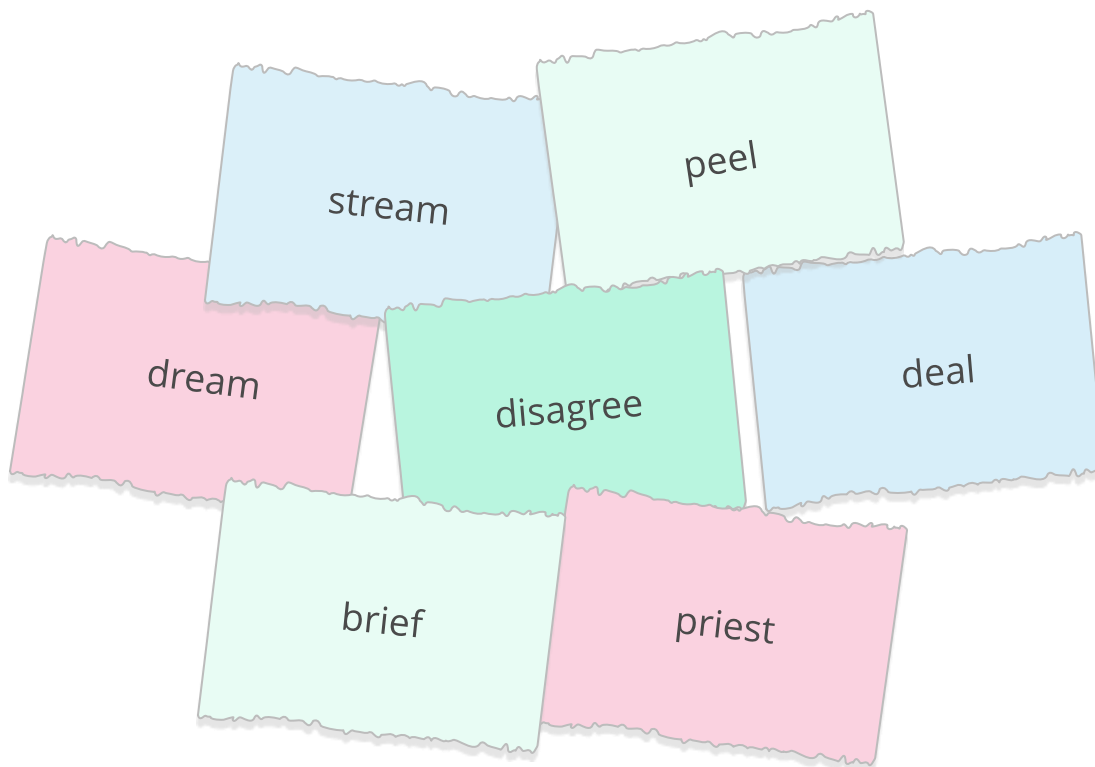
niece

The letters *ie* in these words are also pronounced as a long *e* sound.



Pronunciation

Practise pronouncing the following words. Your teacher will correct your pronunciation.





Vocabulary review

manager

boss

to report to

worker

**responsible
for**

in

at

on





Vocabulary review

**to give a
presentation**

to answer

to print

**to make a
decision**

**to have a
meeting**

to prepare

**to send an
email**



**to make a
phone call**

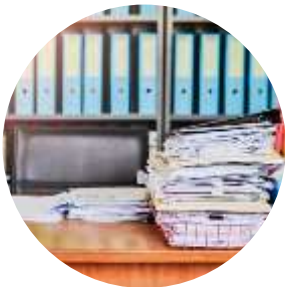


Sentence examples



I **report to** my **manager**, he tells me what to do at work.

We have a marketing **meeting** every week, **on** Mondays **at** 10.00 am.



My **boss** left the report **on** your desk.

At our company, it's very fair, all the **workers** can help **make decisions**.





Example sentences



Will you **send** him **an email** in the morning? We need to **answer** him!

Can you **print** a document for me?



She doesn't like **making phone calls**.

I need to **prepare** a PowerPoint before I **give the presentation** tomorrow!





Read the dialogue



Welcome to FashionForward, Sam. I'm Jane, Head of HR. Let me introduce you to your team.

Yes, they are! This is Mandy, she is your manager. She is responsible for our social media. She sits at that desk.

That's Peter, Mandy's boss. He's in charge of all of our marketing. He's a really nice guy!

Ok, great! Are all my team on this floor?

Pleased to meet you, Mandy. And who is the gentleman sitting in the office over there?



Role play

Now imagine the Head of HR at your company is introducing a new person to you and your team at work. Act out the dialogue, using p.19 to help you.





Agree or disagree with your classmates' opinions



**A good manager
needs to be...**



Categorise

Match the phrase with the correct time preposition.

... Wednesdays

... the morning

... June

... 2012

... 5pm

... Tuesday

... two weeks

... Easter

... Christmas

... 5th March

... the evening

... summer

at

in

on



Speaking

When were you born?

When do you receive presents and buy a tree?

When is it hottest in your country?

When is it coldest in your country?

When did you start working for your company?

When are you next going on holiday?



Look at the pictures

What is happening in each of these pictures?





What do you think?

Write a short opinion about each of these tasks at work.

Making phone calls...



Giving presentations...



Having meetings...



Writing emails...





Discuss

Now share your opinions on the tasks with a partner. They must either agree or disagree with your opinion and then give theirs.

I don't like writing emails, it's so difficult.



Neither do I, it's a lot of work!

Student A:
Gives their opinion.

Student B:
Agrees or disagrees and then gives their opinion.



Talk about your work



**What is a
typical week
at work for
you?**



Look at the following agendas

*9am – meeting with HR director
(Meeting Room 4)*

10am – phone call w/ China

12 – lunch, Japanese place

*2pm – presentation on company
results (Meeting Room 5)*

4pm – gym

*9.30am – prepare for meeting
with boss*

*10am – update meeting with boss
(his office)*

1 – lunch at French rest.

2pm – answer emails

4pm – team meeting

8.30am – phone call w/Japan

*9.30am – meeting with Sales
(Room Rio de Janeiro)*

*11am – presentation (Room
London)*

12.30pm – lunch

Afternoon – off

9am – flight to Frankfurt

11 am – meeting, HQ

1 pm – lunch with investors

*2 pm – phone call with France
(airport lounge)*

5.30 pm – flight back to London



Imagine you are...

...a personal assistant and the agenda you chose on the previous page is your boss' agenda for tomorrow. Explain their agenda to him or her.

- Be sure to include details of times and places with the correct prepositions.
- Your teacher will play your boss.





Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

no





Reflect on this lesson

Think about everything you have seen in this lesson.
What were the most difficult activities or words? The easiest?



If you have time, go over
the most difficult slides again

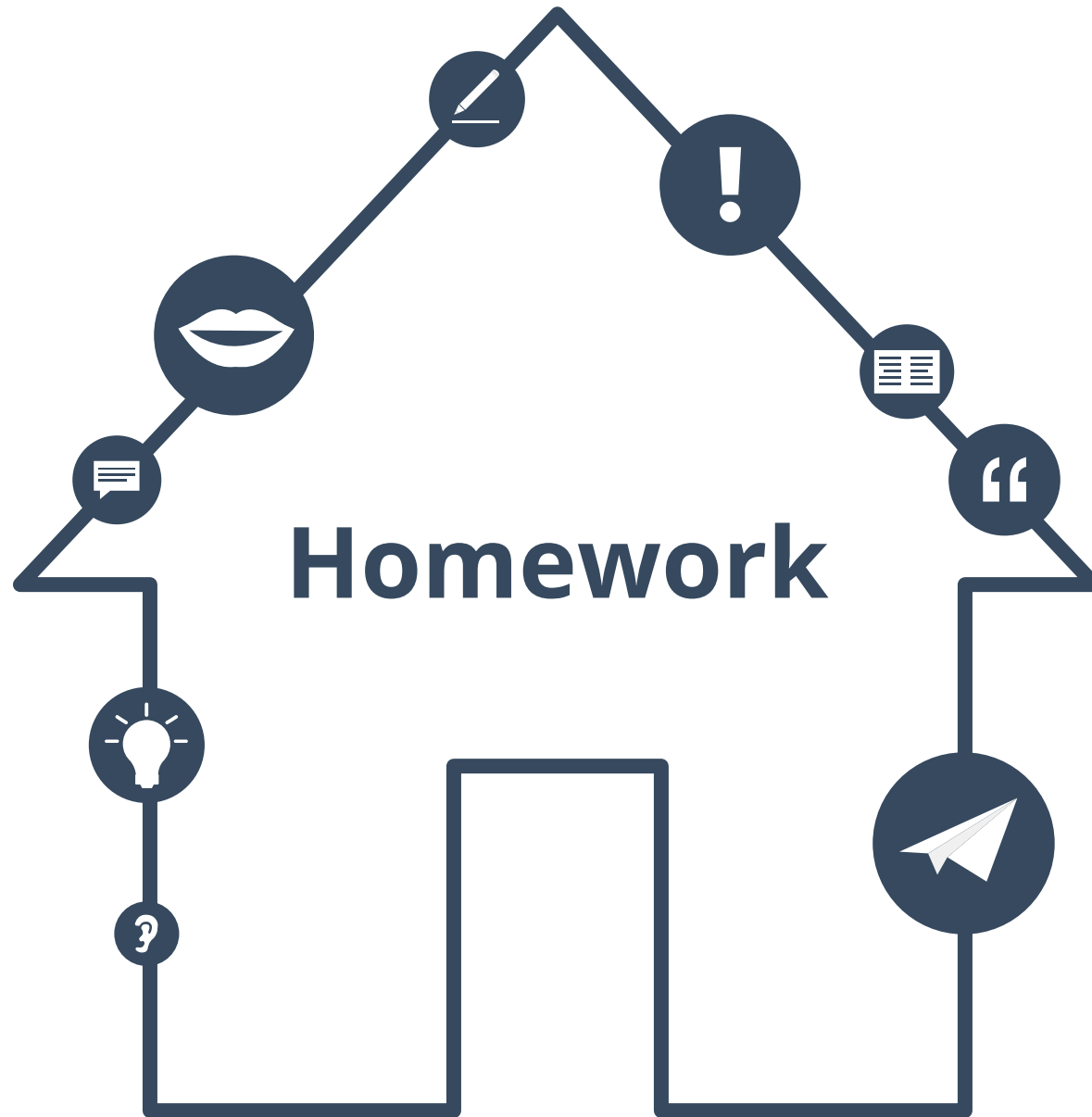




Answer key

Exercise 1, p.22

1. at 5pm
2. at Easter
3. at Christmas
4. in the morning
5. in June
6. in 2012
7. in two weeks
8. in the evening
9. in Summer
10. on Tuesday
11. on 5th March
12. on Wednesdays





Homework ranking activity

How often do you do each of these tasks? Put them in order from most frequent to least frequent.





Write an email

Imagine it was your first week at your current job. Write an email to an old colleague telling them about your new job and new colleagues.

-

□

×

To: friend@mail.com

Subject: New job! New team!

Dear Sam,

This was my first week at my new job. Everyone is so nice!

In my team, there are four of us....



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