

READING

A meeting with the boss

LEVEL

Elementary(A2)

NUMBER

EN_A2_1034R

LANGUAGE

English

Learning outcomes

- I can understand a simple text about a meeting at work.
- I can describe my workday in simple terms.



Warm-up

Review the vocabulary below. Do you do any of these jobs?





A phone call before the meeting

Read the text. **Answer** the questions.

Today is an important day for Steve. His work contract finishes in two weeks. He is going to the office to talk to his boss at three o'clock. He wants to stay at his job. He is getting ready for his meeting.

Steve is not very nervous because he is a good employee. He always tries his best and does a good job. His boss likes him.

Steve's phone rings...

1. Why is today an important day for Steve?
2. How does Steve feel today?



A phone call before the meeting (1)

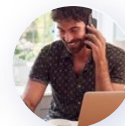
Read the dialogue and **answer** the questions.



Tom

Hi Steve! When is your meeting with your boss?

Hi Tom. It's at three o'clock.



Steve



Tom

Good luck! What are you doing after the meeting?

Who is calling?

When is Steve's meeting?

Why is Tom calling?



A phone call before the meeting (2)

Read the dialogue and **answer** the questions.



Steve

I don't have any plans.

Do you want to go for dinner at the pub?



Tom



Steve

That's a great idea! I will meet you there around five o'clock!

Is Steve busy this evening?

What does Tom suggest?

What time are Steve and Tom meeting?



Let's have a few drinks at
the pub before the soccer
match.



Pub is another name for *bar* in British English. It's short for public house. Pubs are usually cosy and they sometimes serve food as well.



Are these sentences true or false?

		true	false
1	Steve likes his job and wants to keep it.	<input type="checkbox"/>	<input type="checkbox"/>
2	Steve sometimes tries his best at work.	<input type="checkbox"/>	<input type="checkbox"/>
3	Steve is nervous because he thinks his boss doesn't like him.	<input type="checkbox"/>	<input type="checkbox"/>
4	Steve has a meeting with his boss tomorrow.	<input type="checkbox"/>	<input type="checkbox"/>
5	Steve makes plans for dinner with his friend, Tom.	<input type="checkbox"/>	<input type="checkbox"/>



Steve and Tom talk on the phone

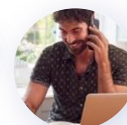
Complete their dialogue.



Tom

Hi, Steve! _____ is your meeting with your boss?

My meeting is at three _____ .



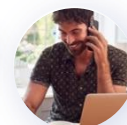
Steve



Tom

Good luck! _____ are you doing after the meeting?

I _____ have any plans.



Steve

o'clock

what

when

don't



Fill in the blanks with the correct verb

1 Today _____ an important day for Steve.

2 He _____ to the office to talk to his boss.

3 He _____ ready for the meeting.

4 He always _____ his best and does a good job.

is getting

tries

is going

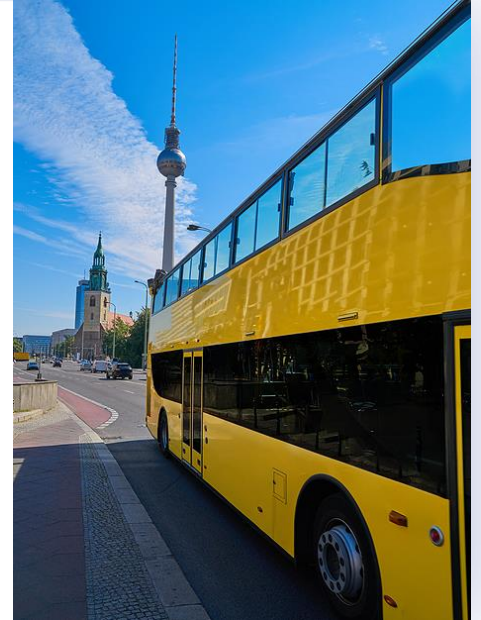
is

Getting to work

Read the text. **Answer** the questions.

Steve hangs up the phone and looks at the time. His meeting is in thirty minutes. He is walking very quickly now. He has a headache, so he wants to stop at the chemist's on the way. He leaves his flat. It's a rainy day today, so he takes his umbrella.

He walks to the chemist's to buy some medicine for his headache. He looks at the time again. He is late for the bus. He runs to the bus stop and gets on the bus. The driver smiles at him and says hello.



1. Why does Steve want to stop at the chemist's on the way to work?
2. What is the weather like?
3. Is the bus driver friendly?



Getting to work

Read the text. **Answer** the questions.

Steve walks into his office and talks to the receptionist.
"I have a meeting with Mr. Wong at three o'clock," he tells her.
"He will be ready in five minutes. Are you nervous?" she asks him.
"I am a little nervous," says Steve.
"You are a very good journalist. Don't worry!" she answers.

1. Who does Steve speak to when he gets to the office?
2. What does the receptionist ask Steve?



Choose the correct verb

1 Steve _____ up the phone and looks at the time.

a. runs

b. hangs

c. walks

d. talks

2 He _____ to the chemist's to buy some medicine for his headache.

a. runs

b. hangs

c. walks

d. talks

3 He is late for the bus. He _____ to the bus stop and gets on the bus.

a. runs

b. hangs

c. walks

d. talks

4 Steve walks into his office and _____ to the receptionist.

a. runs

b. hangs

c. walks

d. talks



Discuss

**How is Steve
feeling before he
meets his boss?**

**How do you feel before you
meet someone important?**





Waiting for the boss

Read the text. **Answer** the questions.

Steve sits down to wait for his boss. He is thinking about work. He is very happy to be a journalist. He wants to ask his boss for a higher salary. Steve's friends have good jobs too. Tom is a photographer and Sara is a nurse.

Steve is thinking about Saturday too. He has a date. He is meeting Sara's friend Erin at the cinema on Saturday. He is more nervous about meeting Erin than talking to his boss today.

"Mr. Wong is ready to see you now, Steve. Good luck!" says the receptionist.

1. What does Steve want to ask his boss?
2. What is Steve doing on Saturday?
3. How does Steve feel about his weekend plans?

Asking for a higher salary

**Imagine you are
Steve...**

**Think of at least three reasons
why you should get a higher
salary.**





What do you think?

These are some of the jobs from the text. What do you think about these jobs?
You can do this activity **in breakout rooms** or **as a class**.

photographer

nurse

*I think a journalist is a **fun/boring** job because...*

*A chemist is an **easy/ a difficult** job because...*

journalist

chemist

*I **would/wouldn't like** to be a photographer because...*



About you

**What do you do?
Describe the place
where you work.**



**What do you do on
a typical workday?**

**What's the best thing
about your job? What's
the worst thing?**

Ex.

I work for a big company
that sells furniture. The
office is in the city...



End of the lesson

Idiom

Break a leg!

Meaning: Good luck!

Example: I hear that you are performing at a comedy gig tonight. Break a leg!



Additional practice



Unscramble the words to make sentences

1

to

2

the chemist

3

medicine

4

goes

5

a headache

6

for

7

Steve

8

to buy



a

It

b

takes

c

raining

d

he

e

umbrella

f

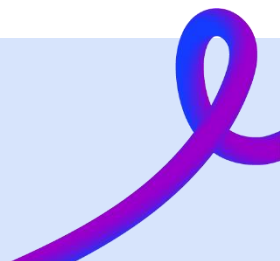
is

g

an

h

so





Put Steve's day in the correct order

1

2

3

4

A

Steve checks the time. He realises that he is late for the bus. He runs to catch it.

B

He walks into his office and talks to the receptionist. She tells him that Mr. Wong, his boss, will be ready soon.

C

Steve takes his umbrella and leaves his house. He walks to the chemist's to buy some medicine because he has a headache.

D

He gets a call from his friend Tom. They chat and make plans for the evening. Steve hangs up the phone.



About you

**How often do you speak
to your boss?**

Do you get on well with them?



Answer key

P.4: 1. Possible answers: He has a meeting with his boss; His work contract finishes soon 2. Steve doesn't feel nervous because he is a good employee

P.5: 1. Tom is calling 2. Steve's meeting is at three o'clock. 3. Tom wants to know what Steve is doing after the meeting

P.6: 1. No, he doesn't have any plans. 2. Tom suggests dinner at the pub 3. They are meeting around five o'clock.

P.8: 1. T 2. F 3. F 4. F 5. T

P.9: 1. When 2. o'clock 3. What 4. don't

P.10: 1. is, 2. is going, 3. is getting, 4. tries

P.13: 1. b 2. c 3. a 4. d

P.22: Steve goes to the chemist to buy medicine for a headache. It is raining so he takes an umbrella

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



Summary

Understanding a text about a work meeting:

- *He is going to the office to talk to his boss at three o'clock.*

Describing your work:

- Say where you work and what you do → *I am a journalist. I work at the local newspaper.*

Describing your workday:

- Say what you like or dislike about your job → *The worst thing is that sometimes the hours are long.*



Vocabulary

contract

headache

chemist's

medicine

salary

