

# My first day at the office

READING

LEVEL  
Lower-intermediate

NUMBER  
EN\_BE\_2114R

LANGUAGE  
English

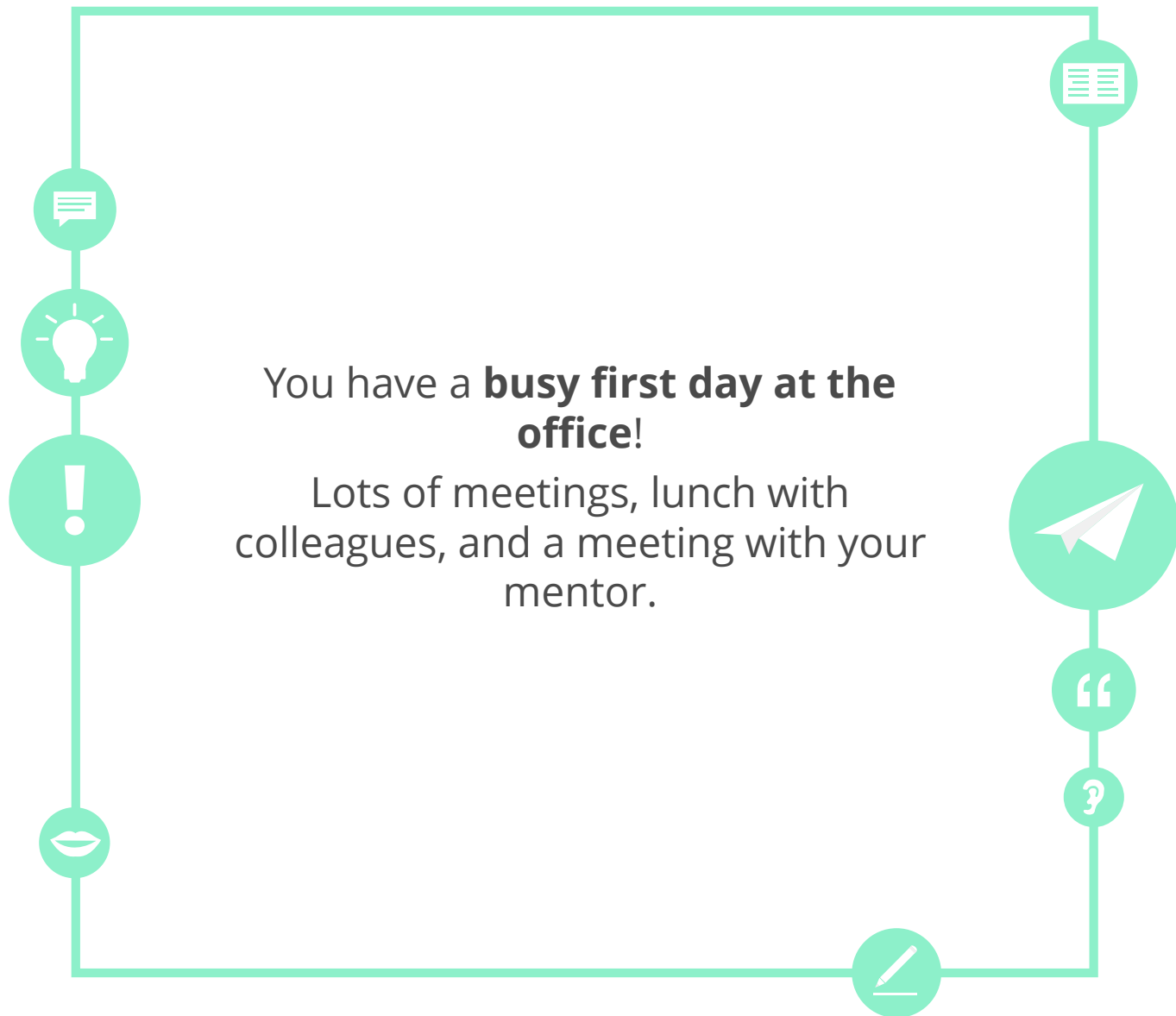




## Goals

- Can complete reading a short text about a first day at work.
- Can identify simple vocabulary about professions, industries and sectors.







## Preview and warm-up

In this lesson you are going to **read a text** about a **first day at work**. You will practise **vocabulary** related to work and the **present tenses**.



Welcome to the office!



## Vocabulary review

accountant

lawyer

finance

legal

start

always

finish

normally





## Vocabulary review



I'm an **accountant**.



I'm a **lawyer**.



He works in **finance**.



Petra works in the **legal** department.



## Vocabulary review



I **start** work at 8am.

I **finish** work at 5pm.



I **always** eat lunch at work.

I **normally** have breakfast at work.





## Reading

Read the text about Alex's first day in his new job with your classmates.

My name's Alex and I'm 22 years old. Today is my first day working in my new office. Actually, it's my first day of work ever! **I am studying** at university and this is my first real job. I will work 2 days per week. It is really different to my university life.







## Reading

**I start work** at 8am so I wake up at 6.30. It's very early for me! Normally I wake up at about 9am. I walk to work because I live in the city centre. **I am wearing** a suit with a shirt and a tie. At university **I always wear** jeans and a t-shirt.

First I have a meeting with my new boss. She is really friendly. Then I have a meeting with Mira in the **human resources department**. We do a lot of paperwork and I get my computer login.

**Now do the activities on the next pages.**



## Fill in the gaps

Fill in the gaps with the correct option on the right.

1. Alex is \_\_\_\_\_ years old.
2. He is \_\_\_\_\_ at university.
3. Alex starts work at \_\_\_\_\_ so he wakes up at \_\_\_\_\_.
4. Alex \_\_\_\_\_ to work because he lives in the city centre.
5. Alex meets Mira who works in the \_\_\_\_\_ department.

studying

human resources

22

walks

8am/6.30am



## Describe the pictures

**Describe what Alex is wearing in each picture.  
In which picture is he going to the office?**





## Speaking

**Where do you work now? Is it your first job? Do you remember your first day at work?**





## Reading

Read the next part of Alex's story.

My boss tells me that on Mondays there is usually a team meeting. I am **training** to be an accountant so I am in the finance department. I know that working in finance is **hard** but I think it is **interesting** too. I meet everyone in the finance department - my colleagues are very **friendly**.





## Reading

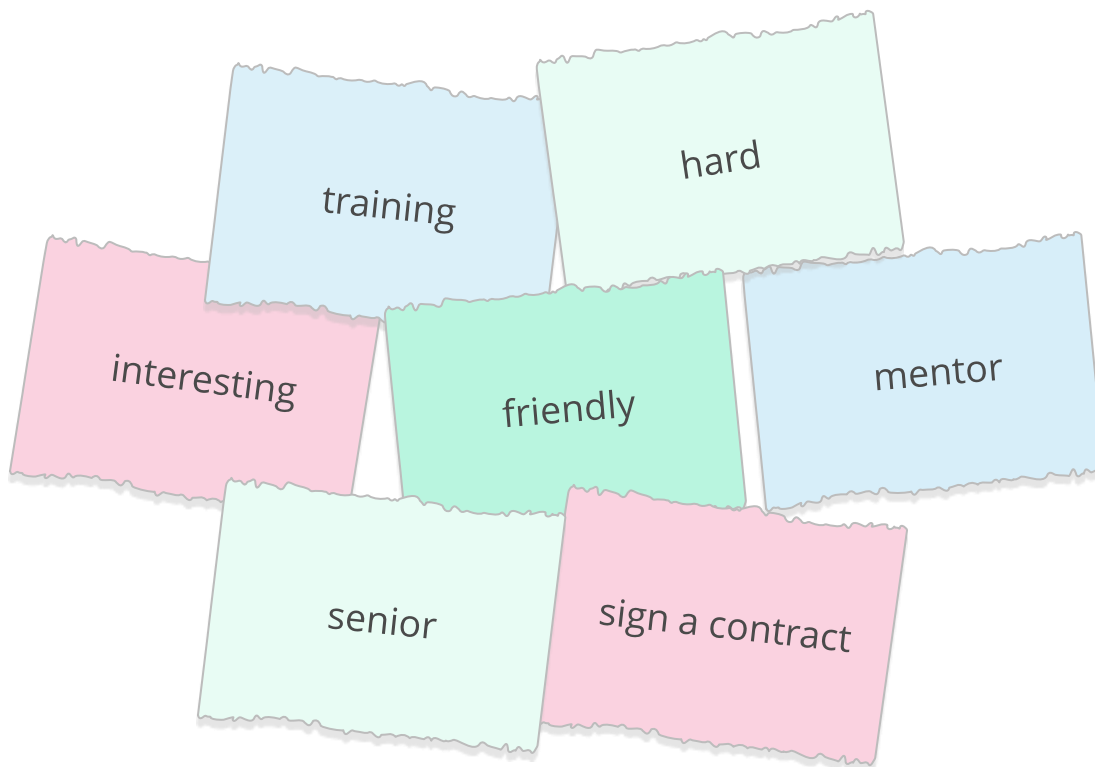
My **mentor** is called Clara. She is a **senior** accountant. She tells me that I can ask her any questions I need to. We go to see the managers of the legal department, but they are having a meeting. I need to **sign my contract** with them. Clara says we can come back later.





## Vocabulary

Do you know what these words from the text mean?





## Complete the sentences

**Complete the sentences with information from the text.**

1. There is usually a \_\_\_\_\_ on Mondays.
2. Alex is in the \_\_\_\_\_ department.
3. Alex's colleagues are \_\_\_\_\_.
4. Clara is a \_\_\_\_\_ and she is Alex's \_\_\_\_\_.
5. Alex needs to sign his contract in the \_\_\_\_\_.





## Speaking

Are you **training** for something at the moment?

Is your job **hard**?  
Is it **interesting**?

Are your colleagues **friendly**?

Do you have a **mentor** at work?



## Reading

Finish reading Alex's story here.

While **I am eating** lunch at my desk, I see all my colleagues are laughing and talking together in the break room. I go to join them. They say that **they always eat** lunch together. On Fridays, they order food for the office; sometimes pizza or Chinese food.





## Reading

In the afternoon I start working on some documents. **At 5pm**, Clara tells me it is time to go home. But **I am working** on something important, so I finish work at 5.30pm. I get home at 6pm and I am very tired. What a day!





## True or false?

|  | TRUE                     | FALSE                    |
|--|--------------------------|--------------------------|
| 1. Alex starts eating lunch in the break room.             | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Alex's colleagues always eat lunch together.            | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The finance department always order burgers on Fridays. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Clara tells Alex to go home after lunch.                | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Alex leaves work at 5.30pm.                             | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Alex is very tired when he gets home.                   | <input type="checkbox"/> | <input type="checkbox"/> |



## Email to a new colleague

**Read through this email written to a new colleague.**

-

□

×

To: morgan@newcolleague.com

Subject: Your first day at the office

Dear Morgan,

Here is your schedule for your first day at the office. You will be busy!

9am: Please arrive at the office and go to reception

9.15am: You have a meeting with Paula in human resources.

10.30am: You watch a presentation to introduce you to the company



## Email to a new colleague

11.30am: You have a meeting with Helena, your mentor in your department

12.30pm: You have lunch with your colleagues. You can meet everyone in the legal department. They usually order salads or sandwiches to the office.

1.30pm: You start work! Helena is helping you for the first week.

5.00pm: You finish work and you can go home!

We are happy that you are joining our team. Please email me with any questions.

Best regards,

Daniel

Human Resources Assistant



# Imagine

**Imagine you have a new colleague joining your department. You are their mentor. Make notes on what their day will look like.**

- Who do they meet?
- Where do they go?
- What time do they start and finish work?





## Email writing

**Write an email to your new colleague with their schedule for the first day. Use the example on pp. 21/22 to help you.**

To: New colleague

Subject: Your first day at the office

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





## 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 p. 10

1. 22, 2. studying, 3. 8am/6.30am, 4. walks, 5. human resources

### Exercise p. 16

1. team meeting, 2. finance, 3. (very) friendly, 4. senior accountant/mentor, 5. legal department

### Exercise p. 20

1. F, 2. T, 3. F, 4. F, 5. T, 6. T





## Choose the correct option to fill in the gaps

1. Alex is studying at \_\_\_\_\_.
2. Alex normally \_\_\_\_\_ at 9am.
3. At work Alex is \_\_\_\_\_ a suit and a tie.
4. Alex normally \_\_\_\_\_ jeans and a t-shirt.
5. Alex's first meeting is with Mira in the \_\_\_\_\_ department.

**wakes up**

**wears**

**university**

**human  
resources**

**is wearing**



## Complete the sentences

**Complete these sentences with your own ideas.**

1. I am training...
2. My mentor at work is...
3. My colleagues are...
4. My job is... (interesting? hard?)



## Homework answer key

### Exercise p. 29

1. university, 2. wakes up, 3. is wearing, 4. wears, 5. human resources



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