

English at Work
Episode 47: Talking sense
Language to use to clear up confusion



- Narrator:** Welcome back to English at Work. Anna is acting up as boss because Paul had an accident with a biscuit! But her and Tom are in a panic after finding a note in Paul's diary that said 'Socrates, IPC, final'. Could it mean bad news for Tip Top Trading? Let's find out.
- Tom:** It's very odd and it can't be good. But Socrates must mean Mr Socrates.
- Anna:** Yes – but IPC? What's that mean?
- Tom:** Yeah and *final* sounds very... final. Hmm... I've got it! IPC – it must be code for imminent post closures – they're going to sack us all!
- Anna:** Sshh. Keep your voice down. Don't tell everyone. Let's check things out first, don't say anything yet. OK?
- Tom:** OK. Mum's the word.
- Anna:** Your mum knows?!
- Tom:** No, no, no, it's our little secret. See you later.
- Denise:** Everything OK Tom?
- Tom:** Oh yeah, everything's cool. Actually Denise, it's not. I think we're all going to be sacked tomorrow by Mr Socrates.
- Denise:** What?! No! I've got a hairdresser's appointment on Saturday, how am I going to pay for it now? What am I going to do? I know, I'll call Marge.
- Tom:** (*Calling across office*) Hey Brian, Pete... we're all going to be sacked tomorrow.
- Narrator:** Erm... Anna, you've got a problem brewing.
- Anna:** What?
- Narrator:** Tom's spreading rumours about job cuts. Everyone's starting to panic.
- Anna:** Oh no! I'd better do something but what shall I say?
- Narrator:** Call a meeting quickly. Tell the team 'there are some rumours going around that are not true'. Say, 'I am trying to establish the facts and I will let you know as soon as I have some information'. You could say 'I would be grateful if you hear any rumours, not to pass them on'. This can be a tricky situation and you need to handle it well. Good luck!

Anna: Gosh. This is hard but here goes. Excuse me, could everyone gather round please.

Denise: Is this about the sackings?

Anna: No Denise. Any rumours about sackings are not true.

Tom: Yeah that's right. Who told you that Denise?

Denise: Hmmm...

Anna: Please don't listen to rumours. I am trying to establish the facts and if I get any information I will let you know straight away.

Denise: But I heard Mr Socrates is coming tomorrow, surely he's going to sack us.

Anna: Ignore the rumours and please don't pass them on.

Narrator: Anna. Tell them to carry on with their work as normal.

Anna: Right, yes. Could you please just carry on with your work as normal. Thank you.

Tom: So Anna, how are you going to find out the facts?

Anna: I'm going to have to call Paul – in private Tom – I don't want any more rumours getting out.

Tom: Oh yeah, absolutely. You need to establish the facts right?

(Door shuts and Anna calls Paul on the phone)

Paul: Hello, Paul speaking.

Anna: Oh hi Paul. It's Anna. Sorry to bother you. Are you feeling better?

Paul: Much better thanks but keeping clear of biscuits for a while! Anyway, is everything OK?

Anna: Not exactly. There are rumours spreading about job cuts. Tom saw a note in your diary for tomorrow that said 'Socrates, IPC'.

Paul: Hmm. Really? Oh yes. I mean, oh no! It's not job cuts – it's IPC - the International Plastics Conference tomorrow! And Mr Socrates is flying in for it. Oh golly gosh, I'd forgotten about that.

Anna: I see. And why did you right *final*?

Paul: Because there's an award being given for the Best Plastic Innovation – and we're in the final with our Imperial Lemon. It was a reminder to me to write an acceptance speech. Oh golly gosh, I haven't written a thing.

Anna: Oh dear. What are we going to do?

Narrator: What are you going to do indeed? But thank goodness those rumours of job cuts are not true. Tomorrow could actually be a good day for Tip Top Trading. Here's a reminder of the phrases Anna used to try and control the spread of some office rumours:

There are some rumours going around that are not true.

Please don't listen to rumours.

I am trying to establish the facts and if I get any information I will let you know straight away.

Ignore the rumours and please don't pass them on.

Please just carry on with your work as normal. Thank you.

Narrator: Tomorrow is going to be an important day at the International Plastics Conference. Mr Socrates will be there and Tip Top Trading could pick up a prestigious prize but who's going to write the acceptance speech?

Paul: OK Anna, this calls for some urgent action. I want you and Tom to meet me at the Princess Diana Conference Centre tomorrow at 9.00.

Anna: Right. And what about the speech?

Paul: *(Making excuses)* Well, I've got quite a lot on my plate so I was wondering if you could give it a go... please?

Anna: Me?! I've never done it before. What am I going to say?!

Narrator: Don't worry Anna. We're here to help. Join us again soon for some more English at Work. Bye!

Listening Challenge

What award has Tip Top Trading been nominated for?
(Answer: Best Plastic Innovation Award)