

### The Workplace: Starting a new job

When you begin a new job, your employer will have certain expectations.

List below the 10 most important qualities which you feel your employer will expect in a new employee. (Think about personal and practical skills).

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Your own expectations are also important when starting a new job.

List the 10 most important aspects an employee will consider in relation to working conditions.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

## Reading 1

### THE NEW EMPLOYEE

Starting a new job is an anxious time. The new employee has to cope with unfamiliar people, new work situations, unfamiliar surroundings.

If your job has been adequately defined by the advertisement and at your interview you will feel more confident when you start. You will have a good idea of what is expected of you. Your work will be monitored by senior staff and supervisors. However, if your job is at a more senior level getting started can be a problem. You need people's cooperation because staff who have more responsible jobs have fewer directives in the workplace and must use their own initiative to get their work done.

### Vocabulary Study

Look at the English vocabulary in the passage that you have just read. Use your dictionary to help you with new words.

Find words and phrases in the text that have similar meanings to the following and write them opposite the words below:

nervous	_____
deal with	_____
strange	_____
environment	_____
clearly	_____
described clearly	_____
checked/supervised	_____
assistance/help	_____
orders/instructions	_____
schemes/ideas	_____

## Reading 2

### The First Day in a New Job

You need to know who your boss or superior is. Your boss will allocate and direct your work, supervise and check. You are directly accountable to this person when you identify him or her.

If you are given a position of authority you must make sure you know what or who you are in charge of and confine yourself to the area under your supervision.

If you have questions you should ask your supervisor or a member of staff who works with you. It is not advisable to muddle along and try to work things out yourself. It is safer to check until you become familiar with work procedures.

If you have a more serious problem this can usually be resolved by a private talk or informal chat with a supervisor. For serious problems or complaints you must find out how an organisation is structured to deal with employees' problems and follow that procedure.

### Vocabulary Study

Look up the meaning of the words in the box and then put them in the correct gaps in the sentences below.

allocate	accountable	identify	structured
	confine		advisable
procedures	resolved	informal	complaints

1. It is \_\_\_\_\_ to prepare well before a job interview.
2. Airport employees have to follow certain \_\_\_\_\_ for security checks.
3. I have no \_\_\_\_\_. I'm quite happy in my job!
4. Employers should be \_\_\_\_\_ to their staff.
5. The auditor will \_\_\_\_\_ his inspection to the sales department
6. The boss had an \_\_\_\_\_ meeting with the staff
7. The instructor will \_\_\_\_\_ stationery to each student
8. Can you \_\_\_\_\_ the handwriting?
9. The problem was \_\_\_\_\_ quickly
10. Classes are \_\_\_\_\_ to help students with English

**Discussion.**

With another student, prepare the vocabulary you need to discuss these topics with your classmates.

1. Your feelings on your first day in a new job.

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2. Your idea of a good boss or employer.

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3. Your idea of a bad employer.

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4. Your idea of a good employee.

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5. Your idea of a bad employee.

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### **Class discussion**

Tell the class about a good or a bad work experience you had in the past.

- Describe the job.
- The organisation/company.
- Your colleagues.
- Your responsibilities.
- What you liked about it.
- What you disliked about it.
- Your working conditions.