

UNIT 5: *WORK*

Lesson 1

FIRST DAY!





Lesson Objective:

Tell a detailed story about their first day at work or study using the past perfect simple, past perfect continuous, and time expressions.

Vocabulary



You will use language related to point or period of time. (Time expressions.)

Grammar



You will be able to use past perfect simple and continuous in a range of common situations.

Reading

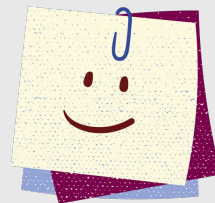


You will be able to make inferences or predictions about an article.

Speaking



You will narrate a story in detail, giving relevant information about feelings and reactions.



1A. Work in groups and discuss the questions.



1. What kind of things do people worry about or feel excited about when they start a new job?

2. Have you ever had a funny or embarrassing experience in a new job or study environment?

OOPS!

When things go wrong on your first day at work

Amal Khatri | Friday 29 October | 17.01 GMT

Your first day in a new job is always a bit worrying, but what do you do when something truly terrible happens?



The crash story 1

I'd been looking forward to starting my new job in sales. On my first day I was handed the keys to a company car and sent to one of the regional offices. I felt a bit nervous because I hadn't driven for a while. In fact, I'd only passed my test the year before.

I got into the car, but then my foot slipped as I was reversing, and I drove straight into the car behind me. I'll never forget the crunching sound it made. I just sat there in total shock. I wanted the earth to swallow me up.

It turned out the car belonged to one of my colleagues. As if that wasn't bad enough, I then had to stay with that colleague, whose car I had destroyed just moments earlier, while we talked to the insurance people on the phone.

I remember apologising a lot, but everyone was really lovely about it. They kept checking that I was OK and reassuring me that these things happen. I ended up staying with the company for two decades.

Lee

SB p. 57

Locked out story 2

I was finally accepted onto a graduate scheme at a bank. I'd been trying to get a place for ages so I was really excited. I arrived early and checked in with reception. I had some time to kill before the training session, so I wandered around. Then I let curiosity get the better of me and I got into a lift with a couple of other people. One of them got out at the 22nd floor and I followed him. I noticed some empty management suites and directors' offices, and I decided to take a peek, even though I knew it probably wasn't allowed. After all, I figured I might end up there one day, and up to that point I'd never been in a director's office.

I had a little look around, then suddenly realised my training session was about to start. So I quickly walked back to the lift, but it wouldn't open. It turned out I needed a key card, and I hadn't been given one. I tried the door to the stairwell. Locked. I was trapped on the 22nd floor. After ten minutes of panic, I called reception. They sent security to rescue me and I was marched into the training room in disgrace. Everyone was looking at me – it was awful! There followed a week of jokes about me being an intruder. Then someone found out what I'd been doing and they nicknamed me 'Boss Woman'.

Emma

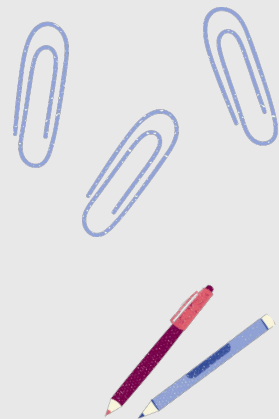


An unfamiliar face story 3

There was a meet-and-greet reception for all of us new employees. It was in one of the big, stylish meeting rooms, and there must have been about seventy people there. At these things, you have to 'work the room' and ask everyone's name and position. In no time, I'd met about twenty colleagues. However, I'd been making small talk for hours and I was exhausted.

By the time I noticed this friendly looking man, I'd already met at least thirty people. I went up to him and said, 'So what do you do here?' He paused and then explained that he was the founder and CEO of the company. I then realised that I'd seen him on the cover of various magazines. He was a billionaire who had won lots of industry awards. He was also the person who had indirectly hired me. I'd never been so embarrassed in my life. Fortunately, he was very nice and he laughed it off.

Soumaya



1D. Read the article again. Are the sentences True or False?



1. Lee was an experienced driver.

FALSE

2. Lee's colleagues told him about their own similar experiences.

FALSE

3. Emma asked permission to explore the building.

FALSE

4. Emma's story was embarrassing for her.

TRUE

5. Soumaya and the other new employees were expected to socialise.

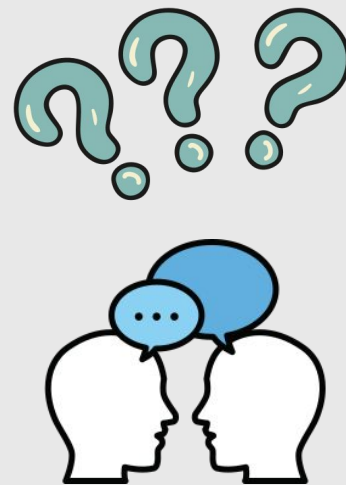
TRUE

6. Soumaya was embarrassed because she didn't recognise a well-known member of the company.

TRUE

2A. Work in pairs. Scan the article again for the following phrases. What do you think they mean?

1. I wanted the earth to swallow me up. (story 1)
2. I had some time to kill. (story 2)
3. I let curiosity get the better of me. (story 2)
4. I decided to take a peek. (story 2)
5. You have to 'work the room'. (story 3)
6. I'd been making small talk. (story 3)
7. He laughed it off. (story 3)



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1. I was so embarrassed I wanted to disappear.
2. I had some free time before an event or meeting.
3. I became so curious that I couldn't resist doing something to find out about something.
4. I decided to look quickly at something.
5. You have to meet a lot of people and be charming and impressive.
6. I'd been talking about unimportant things just to be friendly.
7. He was friendly to show that he wasn't insulted.

VOCABULARY

Time Expressions

Useful expressions to talk about time

EXPRESSION	MEANING	EXAMPLE
1 for a while	 for a period of time that is not short <i>not just for a moment</i>	I felt a bit nervous because I hadn't driven for a while .
2 in no time	 very quickly; in a very short time <i>almost immediately</i>	In no time , I'd met about twenty colleagues.
3 just moments earlier	 a very short time before something else happened <i>only a few moments before</i>	I had to stay with that colleague, whose car I had destroyed just moments earlier .

VOCABULARY

Time Expressions

Useful expressions to talk about time

EXPRESSION	MEANING	EXAMPLE
4 for ages	 for a very long time <i>much longer than usual or expected</i>	I'd been trying to get a place for ages .
5 up to that point	 until that moment; before that time <i>before what is being mentioned</i>	Up to that point I'd never been in a director's office.
6 by the time	 before a particular moment in the past <i>earlier than the time we are talking about</i>	By the time I noticed this friendly looking man, I'd already met at least thirty people.

VOCABULARY

Time Expressions

5A. Read the sentences from the article.

Match the time expressions in bold (1–6) with their meanings (a–f).

1. I felt a bit nervous because I hadn't driven **for a while**. e

2. **In no time**, I'd met about twenty colleagues. --- b

3. I had to stay with that colleague, whose car I had destroyed **just moments earlier**. f

4. I'd been trying to get a place **for ages**. d

5. **Up to that point** I'd never been in a director's office. a

6. **By the time** I noticed this friendly looking man, I'd already met at least thirty people. c

a. until or before a specific moment

b. after a very short period of time

c. at the point when something happened

d. for a very long time

e. for a period of time

f. a few seconds before

1A. Complete the conversation with the phrases below.

By the time

for ages

for a while

in no time

just moments earlier

up to that point



Adam: Have you ever done any of those embarrassing ice-breaker activities at work?

Isha: Yeah, I did one last year. We were asked to find the person in the room we had most in common with.

(1) **By the time** I'd finally understood what we were doing, most people had already paired up. (2)

Up to that point, I'd just been going round introducing myself! We'd been given the instructions (3)

just moments earlier but I was chatting away (4) **for a while / for ages** and forgot the purpose of the whole thing.

I ended up on my own! What about you?

Adam: I haven't done any (5) **for a while / for ages**, but my friend has just reminded me of some we did in our language class. We did this 'speed meeting' activity, introducing ourselves to as many people as we could in five minutes. (6)

in no time, I'd realised how much work I had to do on my English – at least that made me study harder!

VOCABULARY

Time Expressions

1B. Choose the correct phrase to complete the sentences.

1. I hadn't done an interview **-for a while** and I'd forgotten how to prepare properly.
2. My boss had told me her name **just moments earlier** but I'd completely forgotten it.
3. **By the time** we'd all introduced ourselves, the meeting was almost over.
4. I couldn't get in and had to wait **-for ages** to be let in.
5. I had my first call with the team in China today! **Up to that point** I'd only spoken to them via email.
6. I feel really comfortable in my new job and I made friends **in no time**.







GRAMMAR:

PAST PERFECT

SIMPLE AND CONTINUOUS

PAST PERFECT SIMPLE

We use it to talk about an action that happened before another action in the past.



I **had prepared** my presentation before the meeting started.



PAST PERFECT CONTINUOUS

We use it to talk about an action that was in progress before another action in the past.



I **had been practicing** my presentation for weeks before my first day of work.



FIRST DAY PLAN

- ☒ Learn the team
- ☒ Understand the project
- ☒ Set goals
- ☒ Ask questions

Make an impact! ☆

New
journey.
Big
possibilities.

GRAMMAR

3A. Work in pairs. Read sentences 1–6. Which verbs are in the past simple? What tense are the other verbs: past perfect simple or past perfect continuous?

1. I'd been trying to get a place for ages so I was really excited.

was = past simple, I'd been trying = past perfect continuous

2. Someone found out what I'd been doing ...

found out = past simple, I'd been doing = past perfect continuous

3. I'd been making small talk for hours and was exhausted.

was = past simple, I'd been making = past perfect continuous

4. I'd only passed my test the year before.

I'd (only) passed = past perfect simple

5. I then had to stay with that colleague whose car I had destroyed ...

had to = past simple, had destroyed = past perfect simple

6. By the time I noticed this friendly looking man, I'd already met at least thirty people.

noticed = past simple, I'd (already) met = past perfect simple

1. Choose the correct verb forms to complete the story.

Last day at work

When I finally retired three years ago, it was both a sad and a happy day. I (1) **had been working** at the same rugby club for forty years as the team physiotherapist. I (2) **had treated** some of the most talented athletes in the world and, in a few cases, seen their children become professional players and treated them, too. The day itself was special. I (3) **had been looking** after one of our injured players, as usual, when there was a knock on the door. It was the coach. He asked me to come to the changing room for a moment. I (4) **hadn't finished** working with the player, so I told the coach I'd be there in ten minutes. When I got to the changing room, I realised the whole squad – over forty players – plus fifteen members of staff (5) **had been waiting** for me! The coach (6) **made** a speech thanking me and presented me with the shirt our captain had worn the day we won the cup in 1997. Then the players (7) **sang** a song. I was so surprised! I (8) **hadn't expected** any of this. It was a great way to finish, and I'm still in touch with many people at the club.

GRAMMAR

2. Complete the sentences using the correct past simple, past perfect or past perfect continuous form of the verbs in brackets.

1. Mohamed was very excited because he **'d never visited** (**never / visit**) Paris before.
2. She was tired because she **'d been painting** (**paint**) the dining room all day.
3. I didn't go to the theatre with them because I **'d already seen** (**already / see**) the play twice.
4. What **did you think** (**you / think**) of the new biology professor yesterday?
5. When I opened the door, everything was white; it **'d been snowing** (**snow**) all night.
6. As soon as Marta saw the teacher, she realised she **'d met** (**meet**) him before.
7. We **'d been driving** (**drive**) across Australia for eight weeks when the car broke down.
8. They **hadn't known** (**not / know**) each other for long before they got married.
9. It was clear he **'d been running** (**run**) because he was sweating and out of breath.
10. Jack made fish for dinner because his guest **didn't eat** (**not / eat**) meat.



GRAMMAR GAME!

TWO TRUTHS & A LIE



How it works

- 1 Think of a moment in your past.
- 2 Write 3 sentences about what you had done before then.
- 3 Make 2 sentences TRUE and 1 FALSE.
- 4 Read them aloud. The class should guess the lie!

Start with...

- Before I entered the Navy Academy...
- Before I was 18...
- Before I became a Cadet/Brigadier

Use these forms

had + past participle

completed actions — e.g. I had already learned to drive.

had been + verb-ing

longer / ongoing actions — e.g. I had been studying for hours.

Example

- ✓ I **had been swimming** competitively for years.
- ✓ I **had already traveled** by ship twice.
- ✗ I **had never left** Valparaíso. ← *the lie*

SPEAKING PRACTICE

*Share your
first times.*



SPEAKING

6A. You are going to talk about the first time you did something.

Choose one of the ideas below and make notes.

First ...

- day at work/school/university
- time you met someone important to you
- trip abroad
- time you played a game/did an activity
- time you performed or gave a talk in public

6B. Read the Future Skills box and do the task.

FUTURE SKILLS

Communication



When we tell a story, we can make it more interesting by describing how we felt, and how we (and other people) reacted.

Look at your notes from Ex 6A. What details can you add about feelings and reactions to make it more interesting?

6C. Work in groups. Take turns telling your stories.

- Describe what happened and when it happened.
- Describe people's feelings and reactions.
- Ask questions about your classmates' stories.

A: I'll always remember the first time I rode a bike.

I went to the park with my mum and we just stayed there for hours with her running alongside me.

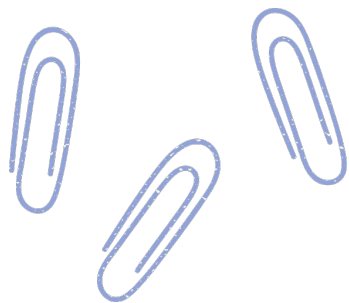
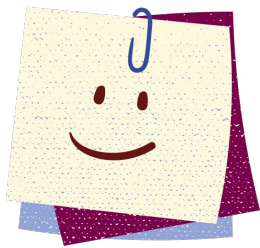
B: How old were you?



GREAT CLASS!

Keep up the good work :)





WORK

