

What I Can Do at Work

Listen and say

Hi. I am Nikol. At my work, I **can** arrive on time every day and get ready for my tasks. I **can** turn on my computer and check my emails in the morning. I **can** write simple messages and fill out basic forms. I **can** talk to my coworkers and work as part of a team.

I **can** help customers when they have questions. I **can** answer the phone and give basic information. I **can** listen carefully and be polite at all times. I **can** follow instructions and complete my work step by step.

I **cannot** use my personal phone during meetings or work time. I **cannot** arrive late without a reason. I **cannot** eat or drink at my desk while working. I **cannot** leave my workplace without telling my supervisor.

I **can** ask for help when I do not understand something. I **can** learn new skills and improve every day. I **can** do my best at work, and I **can** be responsible.

CharlyEnglish