

Reading:

I wish I hadn't told you – a workplace conflict

If I get my next job, I will first ask about my colleagues. I would not have got into so much trouble at my present place if I had done that. I am still thinking whether to go and find a new job or try and stay and solve the problems here. If I went I would probably lose my pension. I have only been here for two years. If I stay for a few more months, I will have my pension and it will look much better on my CV. I think I will try to stay if things don't get any worse.

I wish I had behaved differently at the very beginning. It all started very innocently. On my first day I ran into an old friend of mine and we started chatting. She was very happy to see me there and we decided to meet every lunch time to have a chat.

During one of the lunch breaks I told her about my new boss who was very demanding and I felt she was too strict. I was really stressed and I thought if I told my friend I would feel better about it. But it turned out that she was a very good friend with her too. If I had known this I would never have complained to her. But I didn't know, so I was shocked when

I saw my manager the following day. She wanted to see me in her office and said: "If you don't like working with me, I will find you a different job. I wish you had been more honest with me. I will keep an eye on you. If you make a mistake, I will fire you."

I was shocked and very upset that my friend had told her about my problems.

It was very hard for weeks. My boss was constantly watching me and I had to be very careful not to make a mistake. I haven't had a lunch break together with my friend either. I see her almost every day. Sometimes we work on the same team and it is very awkward. I can't trust her anymore and I feel she betrayed me when she told her boss about my feelings. If she hadn't done that we would still be great friends. I really don't know what to do.

If I didn't like my job so much, I would leave. But it's a great opportunity for me and most of my friends are really nice and I am learning a lot from them.

I don't really know what to do. If I stay, I will see her every day and remember our conflict. If I go, I will lose all the great advantages this job offers me.

What would you do in my situation?

Read and choose the correct answers:

1. The writer has a problem at work because.

- a) she didn't know about the relationships in the office.
- b) she told her manager something bad about her colleague.
- c) she is always late to work and is going to get fired.

2. She told her old friend that she's not happy with her boss and.

- a) her friend told her boss about it.
- b) she decided to leave her job.
- c) her boss fired her.

3. Her regret is that before she started the job.

- a) she didn't sign a contract.
- b) she didn't ask about her colleagues.
- c) she didn't know who the manager is.

4. She doesn't know what to do now, she is thinking of.

- a) leaving her job.
b) staying and solving the problem.
c) reporting the problem to the regional manager.

5. She is confused because.

- a) she doesn't want to leave her job. b) she likes her friend.
c) her boss is not being nice to her.

Read and choose whether the answer is true or false:

1. The writer started work at the company 2 years ago. **True** **False**
2. She doesn't want to leave the company too soon because she will lose her pension.

True False

- | | | |
|--|-------------|--------------|
| 3. She has lunch everyday with her boss. | True | False |
| 4. Her old friend told her boss that she wasn't happy with her salary. | True | False |
| 5. She hates everybody in her office and doesn't have any friends. | True | False |

Put these 7 sentences describing the story in the right order to tell the story:

- a. Her old friend told her boss that she didn't like her (her old friend was also friends with her boss).
- b. On one of the breaks, the writer told her old friend she didn't like her boss.
- c. The writer and her old friend stopped having lunch together.
- d. The writer felt uncomfortable and was very upset.
- e. Her boss had a meeting with the writer and told her she will fire her if she's not working well.
- f. The writer and her old friend decided to have lunch together everyday.
- g. On the first day of the writer's new job, she saw an old friend.

Translate the following words into Arabic:

	Word	Arabic meaning		Word	Arabic meaning
1.	Conflict		5.	Honest	
2.	Pension		6.	Advantages	
3.	Strict		7.		
4.	Shocked		8.		

Choose the correct word:

1. The money your company gives you when you turn 50-65 years old and stop working.
a) pension b) insurance c) salary d) overtime
2. Feeling very surprised about something is being.
a) shocked b) amused c) exhausted
3. Someone who doesn't lie.
a) true b) liar c) honest
4. The positives of something are.
a) effects b) disadvantages c) advantages

5. A problem between two or more persons.

a) situation b) conflict c) discussion

6. Someone who follows all rules and hates breaking them is.

a) afraid b) strict c) rebellious

Choose the correct spelling of the word;

1. a) strikt b) strict c) strick

2. a) hounest b) honest c) honist

3. a) chocked b) shocked c) shoked

4. a) pension b) pention c) pinsion

5. a) adventages b) advantajes c) advantages

6. a) conflict b) conflict c) konflect

From the words in the box, type a suitable word in the blank

Shocked honest Advantages Strict pension
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1. Working in an international company has many _____ for example, you can transfer between countries and cities easily.

2. In his company you get your _____ at the age of 55 and it's a lot of money too!

3. She's a very _____ person, she always tells the truth and hates lies.

4. I was _____ when I found out that the company is going to close! It was very successful.

5. She's so _____ with her employees, if someone is 5 minutes late to a meeting she gets very upset.

Grammar:

When we want to talk about something that will probably happen in the future we use the **First Conditional**.

For example: **If I go to the meeting, I'll talk to him about the problem.**

We call the part that starts with 'the if clause' and the other part 'the main clause'. The main clause is a result of the if clause.

We can change the place of the if clause. For example:

I'll talk to him about the problem if I go to the meeting

Note: There is no need for a comma (,) when this order is used.

This is how you make the structure

We can make the negative and question forms like this:

1-negative:

If you don't hurry, you'll miss the bus.

What will you do if there is a problem?

Read the beginning of each sentence and choose the correct ending.

1. **If the weather is good this week,**

a) you will not learn new information. b) we'll have the company picnic. c) she'll be in trouble.

2. **If you work hard,**

- a) you wont get the salary increase. b) there'll be a problem. c) you'll get the salary increase.
 3. If she comes late to work again,
 a) she'll be in trouble. b) there'll be a problem. c) you'll get the salary increase.
 4. If you come to the training,
 a) you'll learn new information. b) you'll learn new information. c) she'll be in trouble.
 5. If she talks badly about her manager,
 a) she'll be in trouble. b) there wont be a problem. c) there'll be a problem

Read and write the correct verb using the first conditional tense.

Example: If the weather is good this week' and' we/have/the company picnic' Answer: will have
 If the weather is good this week, we will have the company picnic.

1. If you work hard, you/get/the salary increase.
 2. If she comes late to work again, she/be/in trouble.
 3. If you don't come to the training, you/not learn/new information.

 4. If he talks badly about his manager, there/be/a problem.

We can make question forms using the 'if clause'. Look at the example below:
 What will you do if there's a problem? Answer: I will call my bank.

Read the answers and complete the correct question form

1. What _____ do if the lift gets stuck? They will ring the alarm.
 2. What _____ do if her credit card is rejected? She will call her bank.
 3. What _____ do if you have a flat tyre? I will call the garage.
 4. What _____ do if we can't get to work? You will call your manager.

Translate the following words into Arabic:

	Word	Arabic meaning		Word	Arabic meaning
1.	Deadline		5.	Promise	
2.	Reliable		6.	Let someone down	
3.	Suggestion		7.		
4.	Argument		8.		

Read and choose the correct answer:

1. The final date that you have to finish a job/project on is...
 a) a deadline b) a date. c) a meeting
 2. Someone you are sure will do the job and help you when you need them is...
 a) careless b) reliable c) thoughtful
 3. To assure someone that something will be done or will happen is...
 a) to promise b) to check on something
 4. An idea or advice is...
 a) a suggestion b) an order c) an option

5. When people are discussing something and disagreeing they are having...

- a) an argument b) a discussion c) a chat

6. When someone doesn't keep a promise they made they...

- a) lie b) let someone down

Read and choose the correct answer:

1. a) realayable b) realiable c) reliable
2. a) deadline b) deadlayne c) dadline
3. a) sejjestion b) suggestion c) suggescion
4. a) arguemant b) argument c) argumant
5. a) proumise b) bromise c) promise

From the words in the box, type a suitable word in the blank:

Suggestion.	let me down.	Deadline.	Reliable.	an argument.	promised
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1. The _____ is next Sunday, if I don't finish the project then, my boss will get very angry.
2. I _____ Sarah I would help her with her work over the weekend.
3. She told me I should take the day off, it was a very good _____ because I was very tired.
4. They are talking very loudly and they seem angry, I think they're having _____.
5. He didn't come help me with work, he _____.
6. Laila always does her job very well and is always on time whenever you need her, she's very _____.

Choose the verb to use with the words:

1. ...a suggestion

- a) make b) do c) say

2. ...a deadline

- a) meet b) do c) talk

3. ...an argument

- a) keep. b) talk c) have

4. ...a promise

- a) say b) do c) make

listen and decide whether the following statements are True or False?

1. Amal's boss called her to office because he wanted to fire her. **True** **False**
2. The problem at work is new. **True** **False**
3. Hannah is always late and doesn't do her job. **True** **False**
4. Amal didn't talk to Hannah about her problem. **True** **False**
5. Hannah's boss is going to talk to her to try and fix the problem. **True** **False**

Grammar:

When we want to talk about *imaginary and impossible things*, we use **the second conditional**. For example: *If I became the president of the company, I would give everyone a 3 day weekend.*

The verb in the 'if clause' is in the past simple, but we are not talking about the past or any specific time.

This is how you make the structure

We can use '**were**' instead of '**was**' after I or he or she or it to show that these things are impossible.

For example: *If I were king, I would always work from home*

Write the correct form of the verb using the second conditional.

Example:

If I/not have to/work 10 hours a day, I/be able to/spend time with my children' Answer:

If I didn't have to work 10 hours a day, I would be able to spend more time with my children.

Remember: The second conditional

if clause + past simple, main clause +would/wouldn't+ infinitive of verb

If I/be/the office manager,I/order/everyone new chairs for their desks.

.....
If I/live/near the office, I not need/a driver.

.....
If I/have/extra time, I /help/you.

.....
If I/have/10 million riyals, I/not work/.

When we want to talk about *imaginary and impossible things in the past*, we use the **third conditional**.

For example: *If I had attended the training, I would have done the job well.*

The verb in the 'if clause' is in the past simple, but we are not talking about the past or any specific time.

Choose the correct sentence ending:

If I were a millionaire,

a) I would open my own company. b) I would've opened my own company.

c) I will open my own company.

If I arrive early,

a) I would have lunch before the meeting. b) I would've had lunch before the meeting.

c) I'll have lunch before the meeting.

If I live till the age of 90,

a) I would do so many things. b) I'll do so many things. c) I would've done so many things.

If she had listened to me,

a) she would've gotten the job. b) she will get the job. c) she would get the job.

If you trust me,

a) you will get what you want. b) You would've gotten what you wanted.

c) You would get what you want.

Translate the following words into Arabic:

	Word	Arabic meaning		Word	Arabic meaning
1.	annoyed		5.	useful	
2.	challenging		6.	bossy	
3.	confident		7.	disappointed	
4.	positive		8.	worried	