How to survive your first day in a new office

Everybody gets nervous on their first day at any job, but these tips can help you to get it right...



1 READING

a Imagine that somebody you know is starting a new office job tomorrow. Think of two important tips you could give him or her to make the first day go well.

b Now read the article. Are your tips there?

d Which tip do you think is the most important? Do you think any of the tips could also be useful for the first day in a new class or on a course?

6.30 Wake up early, have breakfast, wash, and get dressed. Wear smart work clothes, but not too smart. Check the weather forecast to make sure your clothes are right, and if you're driving, check traffic reports to see if there are any problems.

TOP TIP: [1]_____

8.50 Plan to arrive at least ten minutes early, but not more than 20 – you don't want to look too enthusiastic. Say hello to people, smile, and use this time to ask questions.

TOP TIP: [2]_____ **If you can't, admit it and say 'Sorry, I've forgotten your name.'**

11.00 Offer to make coffee or to bring water for your colleagues.

TOP TIP: [3]_____ **If it's very bad, people will always remember it. If it's very good, they'll always ask you to make it.**

12.00 Don't be the first person to ask about lunch. Wait to see what everybody else does.

TOP TIP: [4]_____

13.00 Be prepared to have problems. Many bosses give new employees some difficult work on their first day to see how they manage.

TOP TIP: [5]_____ **If you can't, don't be afraid to ask for help.**

15.00 If you go to a meeting, listen, keep quiet and take notes.

TOP TIP: [6]_____ **You don't want to annoy other people on day one.**

17.00 Don't think that staying late will impress your boss. It won't, at least not on your first day. Go home.

TOP TIP: [7]_____ **If you made any mistakes, make sure you don't make them again tomorrow.**

Adapted from a website

LIVEWORKSHEETS