CLASS 6 - FIRST DAY AT WORK

Pre- listening

1- Imagine you have your first job as a personal assistant (PA). You work for a manager in a multinational company. What information about your work is important to know before you start? Think about time, people and travel.

While-listening

2- Listen to the interview and answer the questions.

a) What is the topic of the conversation?

b) Who are the participants?

c) Tick the words you hear: timetable ___ letters ___ staff ___ appointment___ meetings___ supervise___

3- Listen again and complete the notes that Susan takes at the meeting.

a) Start work at:
b) First thing:
c) Melissa in office on:
d) Usually visits clients on:
e) Prefers to visit clients:
f) Planning meeting every:
g) Sales meeting on:
h) Presentations:
i) Trips abroad in total:
j) Finish work at:

Post-listening

4- Read the script of the interview and list down phrases used to refer to frequency.

7.1

Melissa So, your first day! How are you getting on? Are we making you work too hard?

Susan No, no, everything's fine. The first day's always the worst!

Melissa OK. If you're my new PA, you have to know what I do. Right?

Susan Yes, of course.

Melissa Well. I always get to the office at eight. It's nice and quiet then. Is that a problem for you?

Susan No, no problem. What should I do first?

Melissa Please always check my email and letters first. We usually have a short meeting at about nine o'clock.

Susan Nine o'clock. OK. Is that every day?

Melissa If I'm in the office, that is. I'm always here on Mondays and Fridays. We plan my day, arrange my appointments, and organize my visits.

Susan So you usually visit the clients on Tuesdays, Wednesdays, and Thursdays?

Melissa That's right. I like to have my meetings with clients in the mornings if possible. They never visit me. I always have to go to them. Oh! I'm not here until nine on Wednesdays.

Susan Do you have a meeting then?

Melissa No, I go to the gym every Wednesday at seven in the morning and I get here around nine.

Susan I see. Do you have any weekly or monthly meetings here?

Melissa Yes. We have a planning meeting every Friday morning. Then we have the big sales meeting on the second Monday of each month. Can you use PowerPoint?

Susan Yes. I used it a lot in my last job.

Melissa Good, because I have to do a lot of presentations in my work.

Susan How often?

Melissa About three or four times a month.

Susan Do you often go abroad?

Melissa Not very often. I go to Paris three or four times a year – we have a big client there. I probably go abroad six or seven times a year, usually for conferences, but never for very long. You arrange all the tickets and reservations. And when I'm out of the office you supervise things for me.

Susan The office closes at six, is that right?

Melissa Yeah, but I'm flexible about that! We sometimes work later, but then you can usually finish work early the next day.

<u>Words/Phrases used for frequency:</u>