

## T8: Routines and the work place

Reading activity:**Roles in the Workplace**

Departments in an organization perform functions or duties for the company, such as **human resources**, **accounting**, **marketing**, **sales** and **production**. Individual employees perform a functional role for the company in each department. The employees are members of a **team** who work together to reach the goals of the organization using their **skills** and talents.

The departments of a company may include **human resources**, **sales**, **quality control**, **marketing**, **finance**, **accounting** and **production**.

For example, the **human resources department** staffs the business with qualified and skilled employees. Human resources employees implement programs that attract skilled workers to the company, manage employee benefits and maintain employee records. These employees need good interpersonal skills.

The **accounting department** divides the work among workers, such as accounts clerks, payable and receivable clerks. These employees need to have good mathematical skills.

The **marketing department** acts as a guide and leads the company's other departments in developing, producing, completing, and servicing products or services for their customers. Communication skills are essential for employees working in the marketing department.

The main role of **production** is to turn raw materials into finished goods. When a business completes this process they can achieve customer satisfaction and produce products that are ready and fit for purpose. These employees need good time management skills.

Check the following words in the dictionary and write their translation:

| Word          | Translation | Word               | Translation |
|---------------|-------------|--------------------|-------------|
| 1. company    |             | 2. human resources |             |
| 3. role       |             | 4. accounting      |             |
| 5. skills     |             | 6. marketing       |             |
| 7. department |             | 8. production      |             |

What do these words mean?

|                                                                        |
|------------------------------------------------------------------------|
| 1. Company:                                                            |
| a. business      b. organization      c. firm      d. all of the above |

|                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------|
| 2. Employee:                                                                                                                 |
| a. a company owner    b. a company worker    c. a person who doesn't work                                                    |
| 3. Role:                                                                                                                     |
| a. job    b. position    c. duty    d. all of the above                                                                      |
| 4. Skill:                                                                                                                    |
| a. talent    b. ability    c. expertise    d. all of the above                                                               |
| 5. Department                                                                                                                |
| a. section    b. office    c. division    d. all of the above                                                                |
| 6. Human resources is the department that deals with                                                                         |
| a. employees    b. management    c. sales                                                                                    |
| 7. Accounting is the department that deals with                                                                              |
| a. time management    b. money management    c. communicating                                                                |
| 8. Marketing is the department that deals with                                                                               |
| a. selling products    b. making products    c. buying products                                                              |
| 9. Production is the department that deals with                                                                              |
| a. making products    b. selling products    c. buying products                                                              |
| 10. Customer                                                                                                                 |
| a. a person or company that sells goods    b. a person or company that makes goods<br>c. a person or company that buys goods |

Read the paragraph then answer the questions that follows:

Khalid, Samia, Nuria and Ali work for Samsung in Jeddah. They all work in different departments and they all have different roles. They all have different skills and talents. Khalid is good at maths and he works in the accounting department. He's an accounts clerk.

Samia is good at communicating with people and she works in the marketing department. She's an advertising manager.

Ali is good at meeting deadlines. He works in the production department. He's a head of department for his team.

Nuria has good interpersonal skills and likes people. She works in the human resources department. She's an assistant manager.

Complete the following sentences by choosing a,b, or c:

- Khalid, Samia, Nuria and Ali work for the same \_\_\_\_\_.  
a. company    b. department store    c. bank
- Khalid, Samia, Nuria and Ali all work in \_\_\_\_\_.  
a. the same department    b. different departments    c. different factories
- Khalid, Samia, Nuria and Ali all have \_\_\_\_\_.  
a. different skills    b. different roles    c. both of the above
- Khalid works in the accounting department and has good \_\_\_\_\_.  
a. maths    b. communication    c. sales

*kalaidarous*

- a. communication skills      b. mathematical skills.      c. time management skills
5. Samia communicates well and works in the \_\_\_\_\_ .
- a. marketing department      b. sales department.      c. production department
6. Ali is good at time management and works in the \_\_\_\_\_ .
- a. human resources department      b. accounting department      c. production department
7. Nuria likes people and has good \_\_\_\_\_ .
- a. communication skills      b. interpersonal skills.      c. time management skills
8. A person who has good interpersonal skills works in the \_\_\_\_\_ .
- a. accounting department      b. human resources department      c. marketing department
9. Khalid's role or job title is \_\_\_\_\_ .
- a. manager      b. assistant manager      c. accounts clerk

Complete the organigram below with the correct information.

|                                   |                              |                          |                         |
|-----------------------------------|------------------------------|--------------------------|-------------------------|
| .....<br>Department               | Accounting<br>department     | Production<br>department | .....<br>department     |
| Employee name:<br>.....Samia..... | Employee name:<br>.....      | Employee name:<br>.....  | Employee name:<br>..... |
| Job title:<br>.....               | Job title:<br>Accounts clerk | Job title:<br>.....      | Job title:<br>.....     |

**Spelling activity:** Write the words about the workplace correctly.

1. mancopy      .....
2. lero      .....
3. ployceme      .....
4. pretamtend.      .....
5. Slilks      .....
6. manuh serorusec      .....
7. kemtragin      .....
8. dorpucinto      .....
9. concanutig      .....

**Reading and vocabulary:**

In the next activity you are going to listen to a famous chef who has his own TV show. He tells us how make the perfect chocolate cake.

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The **recipe** gives you the written instructions on how to make something. The **ingredients** are the food items you need to make the recipe.

You need **measuring cups** and **measuring spoons** so that you use the correct amount of each ingredient.

These are the ingredients that you need to make this recipe:

- Half a measuring cup of flour
- 1 cup of sugar
- Half a teaspoon of salt.
- 1 teaspoon of baking soda.
- 3 tablespoons of cocoa powder.
- 1 tablespoon of vinegar.
- 6 tablespoons of cooking oil.
- 1 teaspoon of vanilla essence.
- 1 cup of water.
- 2 eggs.

You need to use the following things:

- A bowl
- A sieve
- A wooden spoon
- An 8 inch baking tin
- An oven set at 350 degrees Fahrenheit
- A clock timer

Listen and tick the ingredients you hear:

<https://youtu.be/y7Ei-E2JXOo>

|    |                                                                                     |    |                                                                                      |
|----|-------------------------------------------------------------------------------------|----|--------------------------------------------------------------------------------------|
| a. |  | f. |   |
| b. |  | g. |  |
| c. |  | h. |   |

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|    |                                                                                   |    |                                                                                    |
|----|-----------------------------------------------------------------------------------|----|------------------------------------------------------------------------------------|
| d. |  | i. |  |
| e. |  | j. |  |

Read the sentences and put them in the correct order using the letters.

Example: 3 2 1 4

- .....Next, I pour the mixture into a baking tin.
- .....Then, I stir into the bowl the vinegar, oil, vanilla, water and eggs.
- .....Finally, I bake at 350 degrees F. (175 C.) for 30 minutes.
- .....First, I sieve the dry ingredients into a bowl.

### Listening activity

Listen and tick as you hear each routine.

<https://youtu.be/2qgbetFOV-I>

My daily routine:

First I get up and have a shower.  
Then I have my breakfast and read the newspaper.

Next I brush my hair and put on my abaya.  
Finally I leave the house and lock the door.

<https://youtu.be/5-tuUSVK6Gs>

Answer the questions true/false.

- I get out of bed at 6am. a. true b. false
- On a typical day, I eat breakfast. a. true b. false
- At 7.45am I check my phone messages. a. true b. false
- My work involves blogging and print design amongst other things. a. true b. false
- My working day ends at 8 pm sometimes. a. true b. false
- After work, I usually go out to eat. a. true b. false

*kalaidarous*

We use 'first', 'then', 'next', 'finally' to talk about sequence in a routine. My daily routine:

First, I get up.

Then, I take a shower.

Next, I get dressed.

Finally, I eat breakfast and leave for work.

Read the sentences::

[https://youtu.be/8eu\\_7o-U584](https://youtu.be/8eu_7o-U584)

1. I work in a hospital. I'm a doctor.
2. I work in an office. I'm a secretary.
3. I work in a supermarket. I'm a cashier.
4. I work in a school. I'm a teacher.
5. I work in a clinic. I'm a dentist.
6. I work in a police station. I'm a police officer.
7. I work in a factory. I'm a manager.
8. I work in a chemist's. I'm a pharmacist.
9. I work in a bakery. I'm a baker.
10. I work in a bank. I'm a bank teller.

Answer the questions by writing the correct job:

1. I work in a hospital. What's my job? .....
2. I work in a school. What's my job? .....
3. I work in a police station. What's my job? .....
4. I work in a chemist's. What's my job? .....
5. I work in an office. What's my job? .....
6. I work in a bank. What's my job? .....
7. I work in a supermarket. What's my job? .....
8. I work in a clinic. What's my job? .....
9. I work in a factory. What's my job? .....
10. I work in a bakery. What's my job? .....

Grammar point:

When you use **don't** or **doesn't** before a verb it becomes a negative sentence.

Example:

I study every day. ✓

I don't watch TV every day. X

She studies every day. ✓

She doesn't work every day. X

1. I go to work every day.

*kalaidarous*

1. I **don't** go to work every day.
2. You get up early every day.  
You **don't** get up early every day.
3. She goes to college by car.  
She **doesn't** go the college by car.
4. He drives to college.  
He **doesn't** drive to college.
5. We study English every day.  
We **don't** study English every day.
6. They work in a hospital.  
They **don't** work in a hospital.

Complete the sentences using ( don't / doesn't ) :

1. I \_\_\_\_\_ go to work every day.
2. She \_\_\_\_\_ go to college by car.
3. You \_\_\_\_\_ get up early every day.
4. We \_\_\_\_\_ study English every day.
5. He \_\_\_\_\_ drive to college.

Choose the correct answer:

1. I'm a bank teller. I work in a \_\_\_\_\_.  
a. hospital                      b. bank                      c. clinic
2. I'm a baker. I work in a \_\_\_\_\_.  
a. factory                      b. supermarket                      c. bakery
3. I'm a doctor. I work in a \_\_\_\_\_.  
a. school                      b. hospital                      c. chemist's
4. I'm a police officer. I work in a \_\_\_\_\_.  
a. bank                      b. office                      c. police station
5. I'm a manager. I work in a \_\_\_\_\_.  
a. factory                      b. school                      c. hospital
6. I'm a pharmacist. I work in a \_\_\_\_\_.  
a. clinic                      b. bank                      c. chemist's
7. I'm a teacher. I work in a \_\_\_\_\_.  
a. supermarket                      b. school                      c. office
8. I'm a secretary. I work in an \_\_\_\_\_.  
a. office                      b. bakery                      c. supermarket
9. I'm a cashier. I work in a \_\_\_\_\_.  
a. school                      b. supermarket                      c. police station
10. I'm a dentist. I work in a \_\_\_\_\_.  
a. clinic                      b. school                      c. office

Spelling activity :

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Write the words( jobs) correctly:

- |                   |                |
|-------------------|----------------|
| 1. Crodot         | 2. nakb letlre |
| 3. cathere        | 4. cretsyare   |
| 5. cipole fifreco | 6. marhapsecit |
| 7. kabre          | 8. amagren     |
| 9. tidsten        | 10. sachrie    |

Read the text and write it in your notebook correctly. Use capital letters, full stops and commas.

i work full time at a small Jeddah based design studio which means i have the daily 9-5 routine a typical day involves working on various projects for both print and web such as leaflet designs brochures exhibition graphics and website design throughout the day i also enjoy browsing the internet keeping up to date on various design related news and looking through my feed reader for updates on my favorite design blogs

Write the following sentences correctly.

*Remember to use a capital letter at the beginning of the sentence and a full stop or question mark at the end.*

do What do you ? .....

doctor a I'm . . . ..

work I a hospital in .....

do you Where work ? .....

a works dentist A clinic in . .....

cashier a at She's supermarket a . .....

at manager He's a factory a .....

works a bakery A day baker at every . .....

## Self-assessment/learning log

1. I can recognise some vocabulary about jobs and roles in the work place.
  2. I can read and understand vocabulary about the workplace.
  3. I can read and understand the names of people's jobs.
  4. I can understand the sequence of first, then, next, finally.
  5. I can understand how to follow a recipe.
  6. I can listen to and repeat a daily routine.
  7. I can understand when to use don't and doesn't.
  8. I can write the names of some jobs and workplaces.
  9. I can write about my daily routine using first, then, next, finally.
  10. I can use capital letters, commas and full stops.
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