

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...



6:30

Wake up early, have breakfast, shower, and get dressed. Wear formal work clothes, but not too formal. 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 forgot 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 _____

1:00

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.

3:00

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.

5:00

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.

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.

☐ + Do _____

☐ - Don't _____

- b Now read the article. Are your tips there?

- c Read *Top tips* A–G. Then read the article again, and put them in the correct place (1–7).

A Don't make it either very well or very badly.

B Try to remember everybody's name.

C If they invite you to go with them, go!

D Decide what to wear the night before.

E Think about everything that you've learned today.

F Keep your good ideas for the next meeting.

G Try to solve the problem yourself first.

- 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?

2 LISTENING

- a 7.1 Listen to Simon and Claire describing their first day at work. What problems did they have? What advice from the article in 1 would you give them?



- b Listen again. Answer with **S** (Simon), **C** (Claire), or **B** (both of them).

Who...?

- 1 ☐ wasn't expecting to work on his / her first day
- 2 ☐ didn't have the training to do the job
- 3 ☐ made a wrong decision because of his / her interview
- 4 ☐ couldn't answer the questions that people asked him / her
- 5 ☐ felt bad when he / she spoke to the boss
- 6 ☐ never had the same problem again

- c Have you ever had a problem on your first day in a new job, or in a new class or school? What was it?

3 VOCABULARY & GRAMMAR

verbs + infinitive; uses of the infinitive

- a Complete the missing verbs from the article.

- 1 Pl_____ to arrive at least ten minutes early.
- 2 O_____ to make coffee.
- 3 You don't w_____ to annoy other people on day one.
- 4 Tr_____ to solve the problem yourself first.

- b **V** p.158 **Vocabulary Bank Verb forms**
Do Part 1.

- c Match sentences a–c to rules 1–3.

- a ☐ Check the weather forecast **to make sure** your clothes are right.
- b ☐ Decide what **to wear** the night before.
- c ☐ ...don't be afraid **to ask** for help.

Use the infinitive...

- 1 after adjectives
- 2 to give a reason for doing something
- 3 after a question word, e.g., *who*, *what*, *how*

- d **G** p.138 **Grammar Bank 7A**

- e **C** **Communication** *How to survive...*
A p.104 **B** p.110 Read and re-tell two more *How to survive...* articles.

- f Do you think the tips you have read in this lesson are appropriate in your country? If not, why not?

4 PRONUNCIATION & SPEAKING

weak form of *to*, linking

- a **7.4** Listen to three sentences. Is *to* stressed? How is it pronounced?

I want to come. It's difficult to say. Try not to be late.

Linking words with the same consonant sound

When a word ends in a consonant sound and the next word begins with the same sound, we often link the words together and only make the consonant sound once. This happens when a word ends in /t/ before *to*, so, e.g., *want to* is pronounced /'wanta/.

- b **7.5** Listen and complete questions 1–10 with three or four words.

- 1 Have you ever _____ something new and failed?
- 2 How important is it to know _____?
- 3 How long do you usually spend deciding _____ in the morning?
- 4 Have you ever _____ your phone during a class or concert?
- 5 Where are you _____ for your next vacation?
- 6 Are you _____ next weekend?
- 7 Would you like _____ in another country?
- 8 Have you ever _____ when you weren't?
- 9 Do you think it's important _____ at school?
- 10 Do you think it's possible _____ with an ex-boyfriend or girlfriend?



- c Work in pairs. **A** ask **B** the first five questions. **B** give as much information as you can. Change roles for the last five questions.

5 WRITING

With a partner, write a *How to survive...* article. Choose one of the titles below, and try to think of at least four tips. Organize your tips in a logical order. Start each one with an imperative, e.g., *Don't be late*, *Wear the right clothes...* Then explain why.

- How to survive...**
- a job interview
 - a party where you don't know anyone
 - a family vacation

7A uses of the infinitive

- 1 You need **to be** on time.
Try **not to talk** too much.
- 2 It'll be nice **to meet** new people.
It's important **not to be** late.
- 3 I don't know where **to go** or what **to do**.
- 4 **A** Why did you wear a suit?
B To make a good impression.
I wore a suit **to make** a good impression.

 7.3

- The infinitive is the base form of the verb + to. It can be affirmative (e.g., to be) or negative (e.g., not to be).

- We use the infinitive:
 - 1 after some verbs, e.g., want, need, would like, etc.
See **Verb forms** p.158.
 - 2 after adjectives.
 - 3 after questions words, e.g., what, where, when, etc.
 - 4 to say why you do / did something.
*I came to this school **to learn** English. **NOT** ~~for learn~~ English.*



Base form

Remember that we use the base form after auxiliary verbs (do / does / didn't) and after most modal verbs (can, could, will, would, etc.), e.g., **Do you live** near here?

Can you help me? I **won't forget**. What **would** you **do**?

7B uses of the gerund (verb + -ing)

- 1 **Eating** outside in the summer makes me feel good.
Happiness is **getting up** late and **not going** to work.
- 2 I love **having** breakfast in bed.
I hate **not getting** to the airport early.
- 3 I'm thinking of **buying** a new car.
Jim left without **saying** goodbye.

 7.7

- The gerund is the base form of the verb + -ing. It can be affirmative (e.g., going) or negative (e.g., not going).
- We use the gerund:
 - 1 as a noun, e.g., as the subject or object of a sentence.
 - 2 after some verbs, e.g., like, love, hate, enjoy, etc.
See **Verb forms** p.158.
 - 3 after prepositions.
- Remember the spelling rules for the -ing form. See **1C** p.126.

7C have to, don't have to, must, must not, can't

have to, don't have to

- ☒ I **have to** speak English at work.
She **has to** get up at seven every day.
- ☐ We **don't have to** wear a uniform at this school.
He **doesn't have to** work on Saturdays.
- ☐ **Do I have to** buy a grammar book?
What time **does** she **have to** get up in the morning?

 7.13

- We use *have to* + verb (base form) to talk about rules and obligations.
- We use *don't have to* + verb (base form) to say that there is no obligation, or that something is not necessary.
- We use *do / does* to make questions and negatives.
Do I have to go? **NOT** ~~Have I to go?~~
- We don't contract *have* or *has*.
I have to go. **NOT** ~~I've to go.~~

must / must not / can't

- ☒ You **must** do your homework tonight.
She **must** clean up her room before she goes out.
- ☐ You **must not** leave your bags here.
You **can't** bring food into the library.

 7.14

- We use *must* + verb (base form) to talk about rules and obligations.

- Use *can't / must not* + base form to say something is prohibited or to state a rule.
- The words *can't* and *must not* have similar meanings, but *can't* is more common in speaking. You can also use *cannot*.
- The verbs *must / must not* are the same for all persons.
- The verb *must* is not often used in questions (*have to* is more common).



must and have to

Must and *have to* are very similar, but *have to* is more common, especially in speaking. *Must* is often used in official forms, notices, and signs.

must not and don't have to

Must not and *don't have to* have completely different meanings. Compare:
You **must not** go. = It's prohibited. Don't go.
You **don't have to** go. = You can go if you want to, but it's not obligatory / necessary.

Impersonal you

We often use *have to* and *must* with impersonal *you* (*you* = people in general), e.g.,
You **have to** wear a seatbelt in a car.
You **must not / can't** take photos in the museum.

7A

a Match the sentence halves.

You need to be ready **B**

- 1 I know you're tired, but try **B**
- 2 In my job it's important **B**
- 3 I don't know where **B**
- 4 We were late, so Tomo offered **B**
- 5 When you give a presentation it's normal **B**

- A to drive us to the train station.
 B to show your ID at the gate.
 C to feel nervous.
 D to dress formally.
 E to park.
 F to stay awake for the party.



b Complete the sentences with an affirmative or negative infinitive.

not be do not drive have learn look for
 not make meet pay

I'm planning to have a party next week.

- 1 **A** Hi, I'm Ji Su. **B** I'm Rosaria. Nice _____ you.
- 2 What do you want _____ tonight? Stay in or go out?
- 3 Let's meet outside the restaurant. I promise _____ late.
- 4 Try _____ a noise. Your father's asleep.
- 5 I'd really like _____ a new language.
- 6 Be careful _____ too fast – the roads are icy.
- 7 My brother has decided _____ a new job.
- 8 The museum is free. You don't need _____ to go in.

← p.55

7B

a Complete the sentences with a verb from the list in the -ing form.

do not know message practice remember
 study swim teach travel

I really enjoy doing yoga. It makes me feel great!

- 1 One thing that always makes me happy is _____ in the ocean.
- 2 You can't learn to play a musical instrument well without _____ regularly.
- 3 My mother's very bad at _____ names.
- 4 _____ teenagers is very hard work.
- 5 My sister spends hours _____ her friends.
- 6 I hate _____ the answer when somebody asks me a question.
- 7 _____ by train is usually cheaper than by plane.
- 8 My brother wants to go on _____ French for as long as he can. He'd like to speak it really fluently!

b Put the verbs in the -ing form or base form.

I like listening to the radio in the mornings. (listen)

- 1 _____ Pilates is good for your health. (do)
- 2 We offered _____ for the meal. (pay)
- 3 We won't take the car. It's so expensive _____. (park)
- 4 I'm not very good at _____ directions. (give)
- 5 You can borrow the car if you remember _____ some gas. (get)
- 6 Has it stopped _____ yet? (rain)
- 7 I don't mind _____, but I don't like _____ the dishes. (cook, do)
- 8 I hate _____ in the dark during the winter. (get up)

← p.56

7C

a Complete the sentences with the correct form of have to.

I don't have to go to school on Saturdays.

- 1 Janice _____ study very hard – she has exams soon.
- 2 You _____ buy a ticket before you get on the bus. It costs \$12 and the machine is over there.
- 3 _____ your sister _____ go to Los Angeles for her job interview?
- 4 Mike _____ wear a really ugly uniform at his new school. He hates it.
- 5 We _____ get up early tomorrow. Our flight leaves at 6:30.
- 6 Harry _____ work today – he has a day off.
- 7 Can you wait a moment? I _____ make a phone call.
- 8 _____ we _____ go to bed? It's only ten o'clock!

b Circle the correct form. Check (✓) if both are possible.

We don't have to / must not go to school next week. It's a holiday.

- 1 You don't have to / must not cross the road when the traffic lights are red.
- 2 What do I have to / must I do when I finish this exercise?
- 3 The concert is free. You don't have to / can't pay.
- 4 We're late for the meeting. We have to / must go now.
- 5 You don't have to / must not leave the door open – the dog will get out.
- 6 I have to / must pay Jane back the money she lent me.
- 7 In the US, you have to / must drive on the right.
- 8 You don't have to / can't be tall to be good at soccer.

← p.59

Verb forms

1 VERBS + INFINITIVE

a Complete the **to + verb** column with to + a verb from the list.

be bring buy catch drive find get married go (x2) help pay rain see turn off

		to + verb
1 decide	We've decided <input type="text"/> to France for our vacation.	<u>to go</u>
2 forget	Don't forget <input type="text"/> all the lights.	<u> </u>
3 hope	We hope <input type="text"/> you again soon.	<u> </u>
4 learn	I'm learning <input type="text"/> . My test is next month.	<u> </u>
5 need	I need <input type="text"/> to the supermarket. I don't have any milk.	<u> </u>
6 offer	He offered <input type="text"/> me with my suitcase.	<u> </u>
7 plan	They're planning <input type="text"/> soon.	<u> </u>
8 pretend	He pretended <input type="text"/> sick, but he wasn't really.	<u> </u>
9 promise	He's promised <input type="text"/> me back when he gets a job.	<u> </u>
10 remember	Remember <input type="text"/> your dictionaries to class tomorrow.	<u> </u>
11 start	It was very cloudy and it started <input type="text"/> .	<u> </u>
12 try	I'm trying <input type="text"/> a job, but it's very hard.	<u> </u>
13 want	I want <input type="text"/> the six o'clock train.	<u> </u>
14 would like	I'd like <input type="text"/> a new car next month.	<u> </u>

b 7.2 Listen and check.

ACTIVATION Cover the **to + verb** column. Say the sentences.

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2 VERBS + GERUND (VERB + -ING)

a Complete the **gerund** column with a verb from the list in the gerund.

be cook do have make rain read talk clean up wake up work

		gerund
1 enjoy	I enjoy <input type="text"/> in bed.	<u>reading</u>
2 finish	Have you finished <input type="text"/> your room?	<u> </u>
3 go on	I want to go on <input type="text"/> until I'm 70.	<u> </u>
4 hate	I hate <input type="text"/> late when I'm meeting someone.	<u> </u>
5 like	I like <input type="text"/> breakfast in a café.	<u> </u>
6 love	I love <input type="text"/> early on a sunny morning.	<u> </u>
7 mind	I don't mind <input type="text"/> the ironing. It's very relaxing.	<u> </u>
8 spend (time)	She spends hours <input type="text"/> on the phone.	<u> </u>
9 start*	It started <input type="text"/> at 5:30 in the morning.	<u> </u>
10 stop	Please stop <input type="text"/> so much noise. I can't think.	<u> </u>
11 feel like	I don't feel like <input type="text"/> today. Let's go out for lunch.	<u> </u>

* start can be used with a gerund or infinitive, e.g., *It started raining. It started to rain.*

b 7.6 Listen and check.

ACTIVATION Cover the **gerund** column. Say the sentences.

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