

Rules of the workplace

Lesson code: 115Z-J6C9-ZBPN

ELEMENTARY

 American English

1 Vocabulary

Put the expressions below each picture.

drive to work
smoke

park in front of the office
wear a hard hat

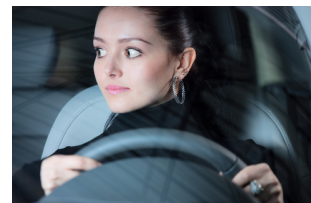
play computer games
wear casual clothes



1. _____

2. _____

3. _____



4. _____

5. _____

6. _____

Work in pairs. Ask and answer questions about the above activities. Make questions with 'Do you ...?', 'How often ...?' and 'Do you like ...?'.



2 First day at work

It's Brett's first day at work. Listen to his manager explaining the workplace rules and put a tick (✓) or cross (X) next to each rule below.



1. park in front of the office
2. enter the factory without a hard hat
3. smoke in the parking lot
4. play computer games
5. use Facebook
6. come to work late
7. work on Saturdays and Sundays

Now complete the sentences below with 'can' or 'can't':

1. You _____ park in front of the office.
2. You _____ enter the factory without a hard hat.
3. You _____ smoke in the parking lot.
4. You _____ play computer games at work.
5. You _____ use Facebook at work.
6. You _____ come to work late.
7. You _____ work on Saturdays and Sundays.

Do you think the rules of this workplace are fair or unfair? Why?

3 Asking about rules

If we want to ask about rules, we can use questions with 'Can you ...?'

Form questions like in the example. For questions 8, 9, and 10 on the next page, use your own ideas to make questions about your own workplace.

1. smoke / parking lot ? Can you smoke in the parking lot?
2. park / where you want ?
3. wear / jeans / at work ?
4. come to work / late ?
5. take / coffee breaks?
6. drink alcohol / work ?
7. use Facebook / work ?



- 8. ?
- 9. ?
- 10. ?

4 Role play

Now work in pairs. Take turns to ask and answer each question from Ex 3 about your partner's workplace.



2 First day at work

OK, let me explain the rules. First, if you drive to work, you can't park in front of the office. That space is for the director. Over there is the factory. You can enter the factory only with a hard hat. This is for your safety. In the office building, you can't smoke. If you want to smoke, you can go outside to the parking lot. You can't play computer games at work and you can't use Facebook. You can't wear casual clothes, but you can wear jeans on Fridays. Your working hours are flexible. This means that you can come to work late and go home late. But you can't work on Saturdays or Sundays because the office is closed.



1 Vocabulary

- | | | |
|------------------------|--------------------------------|--------------------|
| 1. wear casual clothes | 2. smoke | 3. wear a hard hat |
| 4. play computer games | 5. park in front of the office | 6. drive to work |

If you have been following our English for Work and Life course plan, use this activity to review adverbs of frequency and also like/don't like + -ing. These were covered in previous lessons. Demonstrate with a strong student, e.g. 'Do you drive to work?' / 'How often?'/ 'Do you like driving to work?'

2 First day at work

Play the audio file or scan the QR code with your mobile device. Students put ticks next to the activities that are allowed and crosses next to the activities that are prohibited. Students can work individually and check in pairs. Go through the answers.

1. ✗ 2. ✗ 3. ✓ 4. ✗ 5. ✗ 6. ✓ 7. ✗

Point out that 'can'/'can't' is used to talk about permission as well as ability, which students who are following our English for Work and Life course plan would have learned in the previous lesson. Students can work individually and check in pairs. You can play the recording again to confirm answers.

1. can't 2. can't 3. can 4. can't 5. can't 6. can 7. can't

Explain the meaning of 'fair' and 'unfair'. Ask students to justify their opinion using 'can' or 'can't'.

3 Asking about rules

It is important that the students understand the meaning of 'you' in the question 'Can you ...?'. Explain that 'you' has an impersonal meaning here. The speaker is not referring to the listener. Students work individually. Monitor the activity and be prepared to help students create questions using their own ideas (the questions should relate to the students' own workplaces).

2. Can you park where you want?
3. Can you wear jeans at work?
4. Can you come to work late?
5. Can you take coffee breaks?
6. Can you drink alcohol at work?
7. Can you use Facebook at work?

4 Role play

In the role play activity, students can use short answers, e.g. 'Yes, you can.'/ 'No, you can't.' Demonstrate with a strong student. For questions 8, 9 and 10: if the paired-up students do not work in the same workplace, have them swap page 3 of the handout and ask each other the questions that their partners wrote down.

