

DAILY WORK ROUTINE

Vocabulary

job – a paid position of regular employment

work – a job or activity that you do regularly, especially in order to earn money

profession – a paid occupation, especially one that involves prolonged training and a formal qualification

career – an occupation undertaken for a significant period of a person's life and with opportunities for progress

boss – a person in charge of a worker or organization

supervisor – a person who supervises a person or an activity

employer – a person or organization that employs people

employee – a person employed for wages or salary, especially at non-executive level

coworker – a person with whom one works; a colleague

trainee – a person undergoing training for a particular job or profession

intern – a student or trainee who works, sometimes without pay, in order to gain work experience

full-time (of work or education) – something that is done from 32 to 40 hours per week (the opposite of part-time)

shift – one of two or more recurring periods of time in which different groups of workers do the same jobs (e.g. to be on the day/night shift)

flexitime – a system of working in which people work a set number of hours within a fixed period of time, but can change the time they start or finish work

overtime – time worked beyond one's scheduled working hours

money – something (such as coins or bills) used as a way to pay for goods and services and to pay people for their work

pay – the money paid to someone for regular work

salary – a fixed regular payment, typically paid on a monthly or biweekly basis but often expressed as an annual sum, made by an employer to an employee, especially a professional or white-collar worker

wage – a fixed regular payment, typically paid on a daily or weekly basis, made by an employer to an employee, especially to a manual or unskilled worker

graduate – a person who has successfully completed a course of study or training

break room – a room in a workplace that is set aside for employees to use during a break from work, as to relax, socialize, or eat

noisy – making a lot of noise

distracting – preventing concentration or diverting attention

layout – the way in which the parts of something are arranged

HR (short for Human Resources) – the department responsible for the recruiting, training, and welfare of the staff

(telephone) extension number – the number assigned within an organization to an individual telephone that extends the external telephone number

folder – a folding cover or holder, typically made of stiff paper or cardboard, for storing loose papers

workload – the amount of work to be done

food poisoning – illness caused by bacteria or other toxins in food, typically with vomiting and diarrhea

Verbs

to come about – to happen or take place

to move somewhere – to leave a place to live somewhere else

to regret something – to feel sorry or sad about something

to show someone around – to lead someone around a place for the first time, so that they can see all parts of it

to deal with something – to give your attention to something, typically in order to solve a problem

to turn down (a proposal) – to decline a proposal

to mind something – to feel annoyed, upset, or unhappy about something

to be on – to do something as planned or according to the schedule

to come in (to work) – to arrive at one's workplace

to cut back on something – to reduce the amount of something

Phrases

to get used to something – to become familiar with something, so that you are no longer surprised by it

how things run here – how everything is done here; how we usually handle things here

It's a deal! – used for saying that you agree to something

to call in sick – to inform the employer that you will be absent due to an illness

Grammar Corner

We can use the emphatic auxiliary *do/does* in the Present Simple tense and *did* in the Past Simple tense in affirmative sentences. Unlike ordinary auxiliary verbs, emphatic ones are almost always stressed.

e.g. They do know me after all!

It does sound horrible! How did it happen?

I did send the report on Monday.

In informal situations we can contract the following verbs: *want to – wanna, have got to – gotta, going to – gonna*. These contractions are used only in colloquial speech.

e.g. So what are you gonna do?

Well, I gotta go, the work isn't going to do itself!

I don't wanna call in sick after only 3 weeks of working here, but I can't work in this state.

Real Life Situations

(C1 – Coworker 1, C2 – Coworker 2, R – Receptionist, S – Supervisor)

First Day at Work

C1: Good morning! My name's James Robinson, I've been hired as an administrative assistant. This is my first day here.

R: Nice to meet you, Mr. Robinson! My name is Alice Arlington. You can call me Alice.

C1: You can just call me James too. And nice to meet you, Alice!

R: Alright! I'll contact your supervisor now, she's already here. You can wait over here.

C1: Thanks!

R: So how did this come about? How did you find this job?

C1: I've just moved here this week.

R: Oh, where are you from?

C1: I'm from Virginia.

R: How do you find New York? Is this your first time being here?

C1: Yeah, it's my first time, and things are pretty crazy! I'm definitely amazed by the amount of tourists here.

R: Well, you'll get used to it!

C1: I have no other choice now!

S: Good morning, Mr. Robinson! My name is Elizabeth Wyatt, I'm your supervisor.

C1: Good morning, Ms. Wyatt. Nice to meet you!

S: Pleased to meet you too. Our hiring manager told me a lot about your qualifications.

C1: Oh, really? I'm flattered.

S: You have an impressive CV, considering that you are a recent graduate.

C1: Thank you! I just really like my job, and I have not regretted my career choice.

S: This is great! Well, I hope that you'll love working here as well. Let me show you around.

C1: People are extremely nice here!

S: We do have a great team! So, we have two meeting rooms right here. We use the bigger one for company meetings, and the smaller one for meetings with our clients. There's a break room to our right, and the bathroom down the hallway. And this door

leads to our main area – we have a semi-open office as we found that working in an open-office is too noisy and distracting for our employees.

C1: This is a great idea!

S: This office layout has been working much better for us. And this is your working area. I'll give you some time to get comfortable here and ask the HR to drop by a bit later. You'll have to deal with some paperwork. By the way, your extension number is written down there, and there's also a folder with some basic information about how things run here.

C1: Thanks a lot for showing me around, Ms. Wyatt!

S: My pleasure. I have to deal with some phone calls for now, so I'll talk to you a bit later about your responsibilities and how we'll be working.

C1: Understood! Thanks again!

S: Good luck!

Small Talk with a Coworker

C1: Making some tea?

C2: Yeah, trying to cut back on coffee, but I suspect I might get addicted to tea as well! My name's Ben, and you are?

C1: I'm James. Nice to meet you, Ben.

C2: Likewise! You're the new guy?

C1: Yeah, I've just started working here 2 days ago. I'm Ms. Wyatt's assistant.

C2: Ah, right! She's simply a professional, you'll love working with her.

C1: Yeah, I have a lot to learn from her! What do you do here?

C2: I work as a financial analyst.

C1: Oh, that's cool!

C2: Really boring most of the time! But I love my job.

C1: I know what you mean!

C2: Well, I'm gonna get back to my desk. See you around, James!

C1: It was nice meeting you, Ben!

Working Overtime

C2: Oh, James, you're still here! I didn't know there was someone in the office as well.

C1: Ben! Yeah, it seems like I'll be working overtime tonight. Ms. Wyatt is going to have a meeting with one really important client tomorrow, and she asked me to get some paperwork ready.

C2: Oh, that one important client everyone's been talking about?

C1: Yeah! So there's no way I could turn this down. Plus, I'll be paid for working more hours, so it's not like I mind it, you know?

C2: Absolutely! I don't mind working overtime too, as long as they pay me for it.

C1: Right? Does it happen often though?

C2: Not that often, but a couple of times a month for sure. Since I'm working in the financial department, our workload increases closer to the end of the month.

C1: Ah, I see, that's totally understandable.
C2: Well, I gotta get back to my work. Good luck to you!
C1: Thanks, you too!
C2: By the way, our hockey game is still on?
C1: Yeah, absolutely! Friday at 7 as planned?
C2: Yeah. See you then!
C1: It's a deal!

Calling In Sick

C1: Hi! Ms. Wyatt, this is James calling.
S: Good morning, James. I'm listening.
C1: I'm afraid I won't come in to work today. It seems like I have food poisoning.
S: That sounds awful. Are you sure you're going to be alright? Have you called the doctor?
C1: I'm sure I'll be perfectly fine tomorrow. My uncle is a doctor, so he's already told me how to treat this food poisoning.
S: That's great to have a doctor in one's family. Well, I hope you do get better and get back to work.
C1: I'll be at the office tomorrow for sure.
S: OK, see you tomorrow then!
C1: Thank you for understanding, Ms. Wyatt!
S: It's alright. Bye.