

It's Sarah's first day. Philip and Marcia show her around.

Tasks

Do the preparation task first. Then watch the video and do the tasks. You can read the transcript at any time.

Preparation task

Match the definitions (a–h) with the vocabulary (1–8).

Vocabulary

1. the atmosphere
2. informal
3. on board
4. open-plan
5. to hot-desk
6. a schedule
7. a canteen
8. clients

Definitions

- a. as a member of a group, team or project
- b. to use any free desk at work, instead of having a desk of your own
- c. customers; people who buy from your company
- d. the way a place feels; the mood or character of a place
- e. relaxed or not strict
- f. a large space without many walls or private rooms
- g. a place where meals are served
- h. a list of activities showing when they need to be done

Task 1

Are the sentences true or false?

	Answer	
1. Sarah is planning to go to Thailand on holiday.	True	False
2. Sarah has to hot-desk.	True	False
3. The office has an open-plan design.	True	False
4. People seem busy in the office.	True	False
5. Sarah will manage three people.	True	False
6. Marcia suggests the canteen as a good place for lunch.	True	False
7. Sarah will have regular meetings on Mondays and Fridays.	True	False
8. Sarah feels positive about her new job.	True	False

Task 2

Complete the sentences.

like	ready	meet	pleased
working	lots	That's	good

1. Good to you again!
2. I'm very to be here.
3. I'm for the hard work!
4. Oh, that's good. I that.
5. Wow! Great, of space!
6. That sounds
7. fine.
8. I think I'm going to like here.

Discussion

How do you think Sarah will do in her new job?

Transcript

Philip: Sarah, good to meet you again! Welcome on board.

Sarah: Thanks, Philip. I'm very pleased to be here.

Philip: I hope you enjoyed your holiday. Where did you go?

Sarah: I went to Thailand. It was lovely – great beaches and lovely food.

Philip: Oh, lucky you! It's time for hard work now, though!

Sarah: I'm ready for it!

Marcia: Let me show you to your office.

Sarah: Didn't know I have my own office! So, you don't hot-desk here?

Marcia: Well, most people do, as you can see, but we thought you'd need all your own private space.

Sarah: Yes, especially if you're meeting clients directly.

Marcia: But the atmosphere is actually quite informal because it's open-plan.

Sarah: Oh, that's good. I like that. You definitely get the sense of everyone being really busy!

Philip: Yes, they are, I hope!

Marcia: So, this is your space!

Sarah: Wow! Great, lots of space! My last office was much smaller.

Philip: How many people did you work with there?

Sarah: I had a team of three.

Philip: Well, here you'll have six people under you. We'll introduce you to your sales team after lunch.

Sarah: Hmm, that sounds good. What do you usually do for lunch?

Marcia: Oh, well, some people bring it in, but there's a canteen on the ground floor. Food's actually quite good and pretty cheap!

Sarah: Great.

Philip: Now then, I'll tell you about your schedule. There's a sales and marketing meeting every Monday, as well as a meet-up with various heads of department on Thursday afternoons, just so we know what we're doing.

Marcia: Other than that, how you organise your time is up to you.

Sarah: That's fine. I'm a good time manager!

Philip: We'll leave you to it, then!

Sarah: I think I'm going to like working here!

Answers

Preparation task

1. d
2. e
3. a
4. f
5. b
6. h
7. g
8. c

Task 1

1. False
2. False
3. True
4. True
5. False
6. True
7. False
8. True

Task 2

1. meet
2. pleased
3. ready
4. like
5. lots
6. good
7. That's
8. working