

Introduction

This support pack accompanies the video:

You're Hired – Episode 10

To see the video, go to:

<http://learnenglish.britishcouncil.org/en/youre-hired/episode-10>

This support pack contains the following materials:

- a pre-watching vocabulary activity
- the transcript of the video
- a comprehension activity
- some business notes



Sarah starts her first day on the job and is shown around the office by Philip and Marcia.

Before you watch

Match the words and phrases in the table to their definitions.

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

Definitions:

- the way a place feels – the mood or character of a place
- describes a large open undivided space, especially in a workplace
- a list of activities showing when they need to be done
- customers or people who receive services
- into an existing group or project
- to use any free desk at work, instead of having a desk assigned to you
- relaxed – not official
- place where food is served, especially at a military base or workplace

Transcript

- Philip Hart:** Sarah! Good to meet you again! And welcome on board!
- Sarah Timms:** Thanks Philip, I'm very pleased to be here.
- Philip Hart:** I hope you enjoyed your holiday – where did you go?
- Sarah Timms:** I went to Thailand... it was lovely - great beaches and lovely food...
- Philip Hart:** Lucky you! It's time for hard work now, though!
- Sarah Timms:** I'm ready for it!
- Marcia Boardman:** Let me show you to your office...
- Sarah Timms:** I didn't know I'd have my own office! So you don't hot desk here?
- Marcia Boardman:** Well, most people do – as you can see - but we thought you'd need all your own private space...
- Philip Hart:** Yes, especially if you're meeting clients directly...
- Marcia Boardman:** But the atmosphere is actually quite informal because it's open plan.
- Sarah Timms:** That's good – I like that – you definitely get the sense of everyone being really busy!
- Philip Hart:** Yes, they are – I hope!
- Marcia Boardman:** So – this is your space!
- Sarah Timms:** Wow! Great – lots of space! My last office was much smaller...
- Philip Hart:** How many people did you work with there?
- Sarah Timms:** I had a team of three.
- Philip Hart:** Well here you'll have six people under you. We'll introduce you to your sales team after lunch.
- Sarah Timms:** Hmm – that sounds good. What do you usually do for lunch?
- Marcia Boardman:** Some people bring it in, but there's a canteen on the ground floor – the food's actually quite good, and pretty cheap!
- Sarah Timms:** Great.
- Philip Hart:** 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 the various heads of department on Thursday afternoons, just so we know what we're doing...
- Marcia Boardman:** Other than that, how you organise your time is up to you...
- Sarah Timms:** That's fine – I'm a good time manager!
- Philip Hart:** Ok... we'll leave you to it then!
- Sarah Timms:** I think I'm going to like working here!

Comprehension Task

True or false

Read the following statements and decide if they are true or false.

1. Sarah is planning to go to Thailand on holiday.
2. Sarah has a private office.
3. Sarah will manage three people.
4. Marcia eats lunch in the canteen.
5. Sarah will have to work to a timetable.
6. Sarah is happy about her new job.

Business notes

In the final video Sarah starts her first day at WebWare and Philip and Marcia show her around the office. Sarah is surprised to find that she doesn't have to hot desk. Hot desking is the practice of using any available desk at work, instead of having a desk assigned to you and is quite common in UK companies. It is often associated with flexible working and work-life balance, two buzz words in corporate life these days.

Flexible working is a phrase that describes any working pattern adapted to suit the needs of the employee.

Common types of flexible working are:

part-time: working less than the normal hours, perhaps by working fewer days per week

flexi-time: choosing when to work (there's usually a core period during which you have to work)

compressed hours: working your agreed hours over fewer days

staggered hours: different starting, break and finishing times for employees in the same workplace

job sharing: sharing a job designed for one person with someone else

home working: working from home

Answers

*Before you watch: 1 - e, 2 - f, 3 - d, 4 - b, 5 - g, 6 - a, 7 - h, 8 - c
Comprehension Task: 1 - false, 2 - false, 3 - true, 4 - false, 5 - false, 6 - true*