

First Day at Work

Workplace Training English | Lesson 1 of 6 | Level: A2 | Student Worksheet

1. Vocabulary

Match each word with its meaning. Write the correct letter next to each word.

Word	Meaning
1. trainer	_____
2. ID badge	_____
3. desk	_____
4. welcome pack	_____
5. employee handbook	_____
6. meeting room	_____

- a) a table where you work
- b) a room where people have meetings
- c) a person who teaches you your new job
- d) a book with the company rules
- e) a card with your name and photo
- f) a set of documents for new employees

2. Reading in Context

Read the dialogue. Then circle True or False.

Tom: Good morning! Are you Mia?

Mia: Yes, that's me. Nice to meet you.

Tom: Nice to meet you too. I'm Tom, your trainer.

Mia: Hello, Tom.

Tom: Here is your ID badge. Please wear it every day.

Mia: Thank you. Where is my desk?

Tom: Your desk is over there, next to the window.

Mia: OK, thanks. And where is the toilet?

Tom: It's down the hall, next to the kitchen.

Mia: Great, thank you.

Tom: Here is your welcome pack. It has the employee handbook.

Mia: Thank you very much.

Tom: Do you have any questions?

Mia: Not right now. Thank you, Tom.

Tom: No problem. Let's go to the meeting room.

- 1. Mia is the trainer. True / False
- 2. Tom gives Mia an ID badge. True / False

3. Mia's desk is next to the door. True / False
4. The toilet is next to the kitchen. True / False
5. Mia has a lot of questions. True / False

3. Language Focus: Asking “Where is...?”

Circle the best answer to each question.

1. Where is my desk?

- a) It's over there, next to the window. b) It's a table where you work. c) Nice to meet you.

2. Where is the toilet?

- a) It's your badge. b) It's down the hall, next to the kitchen. c) It's Tuesday.

3. Where is the meeting room?

- a) It's your trainer. b) It's a book. c) It's on the second floor.

4. Where is the canteen?

- a) It's a badge. b) It's next to reception. c) It's Mia.

5. Where is the printer?

- a) It's near the desk. b) It's a welcome pack. c) It's a handbook.

4. Conversation Practice

Complete the dialogue. Write the correct word in each gap.

Word bank: room, badge, questions, window, pack, kitchen

1. Here is your ID _____. Please wear it every day.
2. Your desk is over there, next to the _____.
3. It's down the hall, next to the _____.
4. Here is your welcome _____. It has the employee handbook.
5. Do you have any _____?
6. Let's go to the meeting _____.

5. Error Correction

Each sentence has a mistake. Write the correct sentence.

1. **Incorrect:** I are the new trainee.

Correction: _____

2. **Incorrect:** She give me an ID badge.

Correction: _____

3. **Incorrect:** My desk are next to window.

Correction: _____

4. **Incorrect:** He have a question.

Correction: _____

5. **Incorrect:** We is in the meeting room.

Correction: _____

6. Listening

Listen to the recording in the online lesson (or ask your teacher to read the text aloud). Then circle True or False.

1. Tom is the trainee. True / False
2. New employees get an ID badge. True / False
3. The welcome pack has the employee handbook. True / False
4. The desk is next to the door. True / False
5. You cannot ask questions. True / False

First Day at Work — Answer Key

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1. Vocabulary

1-c, 2-e, 3-a, 4-f, 5-d, 6-b

2. Reading in Context

1. False
2. True
3. False
4. True
5. False

3. Language Focus

1. a) It's over there, next to the window.
2. b) It's down the hall, next to the kitchen.
3. c) It's on the second floor.
4. b) It's next to reception.
5. a) It's near the desk.

4. Conversation Practice

1. badge
2. window
3. kitchen
4. pack
5. questions
6. room

5. Error Correction

1. I am the new trainee.
2. She gave me an ID badge.
3. My desk is next to the window.
4. He has a question.
5. We are in the meeting room.

6. Listening

Listening script: Hello! My name is Tom. I am your trainer. On your first day, you get an ID badge. You also get a welcome pack. The welcome pack has the employee handbook. Your desk is next to the window. If you have questions, please ask me.

1. False

2. True

3. True

4. False

5. False