

Learning the Rules

Workplace Training English | Lesson 4 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. break time	_____
2. dress code	_____
3. policy	_____
4. sick day	_____
5. punctual	_____
6. overtime	_____

- a) a rule that a company has
- b) extra hours you work after your normal time
- c) the time when you stop work to rest or eat
- d) arriving on time
- e) a day off work because you are ill
- f) the rules about what to wear at work

2. Reading in Context

Read the dialogue. Then circle True or False.

Tom: Let's talk about company policy today.

Mia: OK, great.

Tom: First, our dress code. You can wear smart clothes, but not a suit.

Mia: Got it. What about break time?

Tom: You have one hour for lunch, from 1 to 2 pm.

Mia: And what if I take a sick day?

Tom: Please call your manager before 9 am.

Mia: Is it important to be punctual?

Tom: Yes, very. Please arrive on time every day.

Mia: What about overtime?

Tom: We don't usually need overtime, but sometimes yes.

Mia: Understood. Thank you, Tom.

- 1. Mia can wear a suit every day. True / False
- 2. Break time is one hour. True / False
- 3. Mia should call her manager if she takes a sick day. True / False
- 4. Being punctual is not important. True / False
- 5. The company sometimes needs overtime. True / False

3. Language Focus: Company Rules

Circle the best answer to each question.

1. What is the dress code?

- a) Smart clothes, not a suit b) Jeans only c) Pyjamas

2. When is break time?

- a) 9 to 10am b) 5 to 6pm c) 1 to 2pm

3. What should you do if you take a sick day?

- a) Come to work anyway b) Call your manager before 9am c) Do nothing

4. Is it important to be punctual?

- a) Yes, very b) No, never c) Only on Mondays

5. Does the company need overtime?

- a) Never b) Always c) Sometimes, yes

4. Conversation Practice

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

Word bank: overtime, break time, policy, punctual, sick day, dress code

1. Let's talk about company ____ today.
2. First, our _____. You can wear smart clothes, but not a suit.
3. Got it. What about _____?
4. And what if I take a _____?
5. Is it important to be _____?
6. We don't usually need _____, but sometimes yes.

5. Error Correction

Each sentence has a mistake. Write the correct sentence.

1. **Incorrect:** You must to wear smart clothes.

Correction: _____

2. **Incorrect:** She don't like the dress code.

Correction: _____

3. **Incorrect:** We has one hour for lunch.

Correction: _____

4. **Incorrect:** He always come late.

Correction: _____

5. **Incorrect:** I am not agree with the policy.

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. The dress code is smart clothes. True / False
2. Break time is two hours. True / False
3. You should call your manager if you take a sick day. True / False
4. Being punctual is important. True / False
5. The company never needs overtime. True / False

Learning the Rules — Answer Key

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1. Vocabulary

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

2. Reading in Context

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

3. Language Focus

1. a) Smart clothes, not a suit
2. c) 1 to 2pm
3. b) Call your manager before 9am
4. a) Yes, very
5. c) Sometimes, yes

4. Conversation Practice

1. policy
2. dress code
3. break time
4. sick day
5. punctual
6. overtime

5. Error Correction

1. You must wear smart clothes.
2. She doesn't like the dress code.
3. We have one hour for lunch.
4. He always comes late.
5. I don't agree with the policy.

6. Listening

Listening script: Hi! Let me tell you about our company policy. Our dress code is smart clothes, no suits. Break time is one hour, from 1 to 2 pm. If you take a sick day, please call your manager before 9 am. It's important to be punctual every day. We don't often need overtime, but sometimes we do. Any questions? Just ask!

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