

Your First Week

Workplace Training English | Lesson 6 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. check-in	_____
2. progress	_____
3. feedback	_____
4. achieve	_____
5. improve	_____
6. goal	_____

- a) to complete something successfully
- b) something you want to do or reach
- c) a short meeting to talk about how things are going
- d) to get better at something
- e) how well you are doing
- f) comments about your work

2. Reading in Context

Read the dialogue. Then circle True or False.

Anna: Hi Mia! Let's have a quick check-in. How was your first week?

Mia: It was great, thank you!

Anna: What did you achieve this week?

Mia: I learned the systems and met the team.

Anna: That's good progress. Do you have any feedback for us?

Mia: Everyone was very helpful. Thank you.

Anna: Is there anything you want to improve next week?

Mia: Yes, I want to be faster with the software.

Anna: Good goal! We can help you with that.

Mia: Thank you, Anna.

Anna: You're welcome. Well done on your first week!

- 1. Mia's first week was great. True / False
- 2. Mia did not meet the team. True / False
- 3. Anna asks Mia for feedback. True / False
- 4. Mia wants to improve her speed with the software. True / False
- 5. Anna is not happy with Mia's first week. True / False

3. Language Focus: Your First Week

Circle the best answer to each question.

1. How was your first week?

- a) I'm lost. b) It's on the third floor. c) It was great, thank you.

2. What did you achieve this week?

- a) I learned the systems. b) I'm a manager. c) Nice to meet you.

3. Do you have any feedback?

- a) No comment. b) Everyone was very helpful. c) I don't know.

4. What do you want to improve?

- a) Nothing. b) I'm confused. c) I want to be faster with the software.

5. Well done on your first week!

- a) Thank you. b) Goodbye. c) I'm busy.

4. Conversation Practice

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

Word bank: improve, goal, check-in, progress, feedback, achieve

1. Let's have a quick ____.
2. What did you ____ this week?
3. That's good ____.
4. Do you have any ____ for us?
5. Is there anything you want to ____ next week?
6. Good ____! We can help you with that.

5. Error Correction

Each sentence has a mistake. Write the correct sentence.

1. **Incorrect:** I learn the systems this week.

Correction: _____

2. **Incorrect:** She give me good feedback.

Correction: _____

3. **Incorrect:** We wants to improve.

Correction: _____

4. **Incorrect:** He achieve his goal.

Correction: _____

5. **Incorrect:** Is there anything you wants to improve?

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. Mia had a check-in with Anna. True / False
2. Mia did not meet the team. True / False
3. Anna gave Mia good feedback. True / False
4. Mia wants to improve her speed with the software. True / False
5. Mia has no goals for next week. True / False

Your First Week — Answer Key

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1. Vocabulary

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

2. Reading in Context

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

3. Language Focus

1. c) It was great, thank you.
2. a) I learned the systems.
3. b) Everyone was very helpful.
4. c) I want to be faster with the software.
5. a) Thank you.

4. Conversation Practice

1. check-in
2. achieve
3. progress
4. feedback
5. improve
6. goal

5. Error Correction

1. I learned the systems this week.
2. She gave me good feedback.
3. We want to improve.
4. He achieved his goal.
5. Is there anything you want to improve?

6. Listening

Listening script: Hi! My first week was great. I had a check-in with my manager, Anna. I told her about my progress. I learned the systems and met the team. She gave me good feedback. Next week, I want to improve my speed with the software. That's my goal!

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