

# 1

U N I T

## First Day at Work

### You'll be able to:

1. describe job responsibilities;
2. talk about one's first day at work;
3. complete an email.



### Look at the picture and discuss:

1. Where are the people?
2. What are they doing?



## Warming up

### 1 Listen and match the words and expressions with the pictures.

IT engineer  
electrician  
construction worker  
chemical worker  
mechanic  
railway worker

The image shows six circular photographs arranged in a circle, connected by a dotted line. Clockwise from the top-left, the images are: a construction worker in a white hard hat and high-visibility vest laying bricks; an electrician in a blue hard hat working on a panel; a mechanic in a blue shirt working on a car engine; a railway worker in an orange high-visibility suit working on tracks; a chemical worker in a full blue protective suit holding a vial; and an IT engineer in a white shirt working at a computer desk.

### 2 Discuss the following questions.

1. Do you know anyone who does one of the above jobs?
2. How do these jobs benefit your daily life?
3. What usually happens on a person's first day at work?





## 1 Read the words and expressions. Guess what will happen.

HR manager 人事经理

lunchtime 午餐时间

supervisor 主管

aboard 上（船，飞机，火车）

orientation manual 入职手册

senior technician 高级技工

employee 雇员

shadow 跟随……实地学习

## 2 Listen to the dialogue and check your guess.

*(It's Mike's first day at work.)*

**HR manager:** Hello, Mike. Here's the plan for today. In the morning, you should read the orientation manual on your desk. After that, I will give you a tour of our factory. That should take us to lunchtime.

**Mike:** OK, thanks!

**HR manager:** In the afternoon, you should start to work on site with your colleagues. Now, I'd like you to meet Frank, our senior technician. He'll be your supervisor for the next three months.

**Mike:** Oh, that's good.

**HR manager:** Frank, this is Mike, a new employee at our factory.

**Frank:** Welcome aboard, Mike.

**Mike:** Thank you. I'm looking forward to shadowing you.

### Note

welcome aboard:  
原意为“欢迎乘坐”，  
此处为引申义，表  
示欢迎新同事加入。



3  Complete the dialogue with the expressions in the box. Then listen and check.

- A. orientation manual    B. looking forward to    C. will shadow him  
D. senior technician    E. HR manager

**Grace:** How was your first day at work, Mike?

**Mike:** Terrific. My colleagues are very nice and the factory looks amazing!

**Grace:** What did you do?

**Mike:** In the morning, I read the 1) \_\_\_\_\_ to learn about the factory's rules. Then the 2) \_\_\_\_\_ gave me a tour of the factory.

**Grace:** And in the afternoon?

**Mike:** Frank introduced me to his team. Frank is a(n) 3) \_\_\_\_\_ there, and I 4) \_\_\_\_\_ over the next three months.

**Grace:** Sounds great. I'm 5) \_\_\_\_\_ hearing how you get on.

4  Listen and choose what you hear.



chemical plant



construction site



railway station



garage



## 1 Read the words and expressions. Guess what the text is about.

job offer 工作邀请	refreshed 精力充沛的	appropriately 适当地
uniform 制服	company culture 公司文化	co-worker 同事
loads of 大量	know-all 自以为无所不知的人	

## 2 Read the text and answer the questions.

1. What should you wear on your first day at work?
2. What should you do if you have questions or need help?

### Tips for the First Day at Work

You've received a job offer. That's great! Here are some tips for your first day at work.

- 1 **Don't be late.** Get a sound sleep the night before your first day at work to make sure you feel refreshed and arrive on time the next day.
- 2 **Dress appropriately.** Whether or not you need to wear a uniform depends on the company culture. If your company has no requirements, you'd be better wearing clean and simple clothes.
- 3 **Get to know your co-workers.** Be friendly and introduce yourself. These are the people you'll be working with, so first try to remember all their names and what they do.
- 4 **Ask for help.** On your first day at work, you may get loads of information. Listen carefully and if you have questions or need help, don't be afraid to ask. Just don't act the know-all on your first day at work.



### 3 Decide if these people's behaviour is appropriate.



David doesn't stop playing on his mobile phone until midnight. However, he has to get up at 6:00 in the morning for his new job.



Betty is required to wear formal clothes to work. But she doesn't have a suit, so she wears jeans and a T-shirt.



Jack is too shy to introduce himself to new people, so he walks straight to his workstation without saying hello to his co-workers.

### 4 Complete the email and give Ann some advice.

**From:** kate@123.com  
**To:** ann@123.com  
**Subject:** Advice about your first day at work

Dear Ann,

I heard you got the job. That's great! You must be excited and nervous, which is normal, because the first day at work is so important. I'd like to give you some

1) \_\_\_\_\_ based on my own experience. First, get a good rest and don't be 2) \_\_\_\_\_. Second, dress 3) \_\_\_\_\_ to make a good first impression. Third, don't be 4) \_\_\_\_\_ to ask others if you have any questions or problems. Finally, don't act the 5) \_\_\_\_\_ on your first day at work.

I hope you have a nice start and a bright future there!

Yours sincerely,  
Kate

#### Note

从入职第一天起就要重视职场礼仪，给领导和同事留下良好的印象。



**1** It's Zhao Bo's first day at work. His supervisor is introducing the main jobs in the factory. Help Zhao Bo match these jobs with their requirements.

- |                |                                |
|----------------|--------------------------------|
| 1 IT engineer  | A install electrical equipment |
| 2 CNC operator | B repair vehicle engines       |
| 3 electrician  | C upgrade software             |
| 4 mechanic     | D check CNC machines           |

### Note

CNC: computer numerical control, 意思是“计算机数字控制”。

**2** Zhao Bo's co-workers are introducing themselves. Read and help him guess their jobs according to Task 1.



### Aron

I'm responsible for electrical safety. I am a(n) \_\_\_\_\_.

### Tom

Every day, I arrive at work early to examine the CNC machine, so as to ensure it goes well. I am a(n) \_\_\_\_\_.

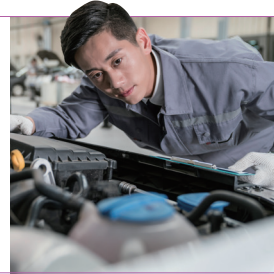


### Ma Xiao

My job is to deal with bugs in computer software. I am a(n) \_\_\_\_\_.

**Li Wei**

I love repairing cars. That's the reason why I chose this job. I am a(n) \_\_\_\_\_.



**3 Zhao Bo's co-workers are talking about their first day at work. Help Zhao Bo decide if their behaviour is appropriate.**

**Ma Xiao:** On my first day at work, I had many questions about my job, but I was too afraid to ask my supervisor.

**Tom:** I forgot to examine the CNC machine when I began to work. Luckily, there was nothing wrong with the machine and everything went well that day.

**Li Wei:** I was late for work on my first day because I spent a lot of time dressing up.

**4 Work in pairs. Discuss and give Zhao Bo some advice on his first day at work.**





1. What can you learn from these craftsmen mentioned in this text?
2. In your opinion, what's the spirit of craftsmanship?

China has a long-standing tradition of respecting and carrying forward the spirit of craftsmanship. This spirit is represented by a large number of craftsmen working in a range of industries.

For example, Xin Hengjun, a railway maintenance technician, has devoted himself to his work for over 20 years. He has completed many innovative projects, generating (带来) huge profits for his company. Wang Qiyun, an electrical equipment repairman, inspects and checks electrical devices the minute he arrives at the factory. He has been in the habit of doing this for almost 30 years, ever since his first day at work. Leading his team, he has overcome (克服) numerous technical problems. Gu Chunyan has worked at the 14th Research Institute of China Electronics Technology Group Corporation (中国电子科技集团公司第十四研究所) ever since she graduated from vocational school. At work, she has constantly explored new skills and techniques for assembling (组装) radar (雷达) components. She has now become a chief technical expert.

What do these craftsmen have in common? First, they all have worked hard and devoted themselves to their jobs. Second, they have enquiring minds and are curious about their work. Third, they have never stopped pursuing excellence. We should learn from these great craftsmen, and make our own contributions to China's development.





## My Progress Check

### Words I have learnt in this unit:

- electrician
- supervisor
- refreshed
- know-all
- chemical
- employee
- appropriately
- install
- mechanic
- aboard
- uniform
- lunchtime
- shadow
- co-worker

Altogether I know \_\_\_\_\_ words.

### More words I know in this unit:

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### Expressions I have learnt in this unit:

- IT engineer
- orientation manual
- company culture
- CNC operator
- construction worker
- senior technician
- loads of
- vehicle engine
- HR manager
- job offer
- electrical equipment

Great! Now I know \_\_\_\_\_ useful expressions.

### More useful expressions I know in this unit:

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### I can:

- describe job responsibilities;
- talk about one's first day at work;
- complete an email.