

WORKSHEET: Business English Conversation for at Jobs and Occupations - based on Easy English video

<https://www.youtube.com/watch?v=dkCOWzkAr5M>

**PART 1. Teacher**

Useful language:

- She teaches in a small city.....
- She teaches students.....
- She takes attendance.....
- She corrects students' homework.....
- She records the result.....
- She reviews the questions.....
- She assigns homework to her students.....
- She prepares her lesson.....

**Now answer the questions:**

1. How old are Cindy's students?
2. What subjects does she teach?
3. Do students like Cindy?
4. Does Cindy have any days off?

**PART 2. Student**

Useful language:

- To be a high school student.....
- To hand in her assignments on time.....
- To pay attention in class.....
- To do experiments.....
- To miss class.....
- To score a lot of points.....
- To be captain of the team.....
- To win the state championship.....
- To study for three hours.....
- To be self-motivated.....
- To set goals.....

**Now answer the questions:**

1. What is Mary's dream job?
2. What subject does Mary really like?
3. Why does Mary like Mrs. Lindengram?
4. Does Mary play sports?

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5. For how long does Mary study at home?
6. What is Mary's least favorite subject?

### **PART 3. Flight Attendant**

Useful language:

- Her job responsibility is to make sure that passengers are safe.....
- To greet customers.....
  
- To board the plane.....
- To store the luggage in the overhead bin.....
- To serve food and drinks.....
- To explain the safety procedures to passengers.....
- To wear the seatbelts.....
- To make announcements.....
- Bumpy flight.....
- To communicate with customers and co-workers.....

**Now answer the questions:**

1. What are Cindy's responsibilities?
2. What does happen before the flight begins?
3. Where does Cindy currently fly?
4. What do we learn about Cindy's personality?

### **PART 4. Doctor**

Useful language:

- To treat patients.....
- To describe how you are feeling.....
- To describe the symptoms.....
- To understand the problem.....
- To examine the patient.....
- To check their medical history.....
- To perform tests.....
- To diagnose what the problem is.....
- To prescribe treatment.....
- To be up-to-date.....

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- Leadership.....
- Management.....
- Decision making skills.....

**Now answer the questions:**

1. Where does Patrick Henry work?
2. Why does he have to read and study a lot?
3. Does Patrick Henry have a lot of free time?

**PART 4. Nurse**

Useful language:

- To have many duties.....
- To care for patients.....
- To administrate medicine.....
- To take temperature.....
  
- To check vital signs.....
- Detailed notes.....
- To work the day/night shift.....

**Now answer the questions:**

1. Where does Melissa work?
2. What are her responsibilities?
3. What does Melissa help her patients with?
4. Does she have a regular work schedule?
5. What do patients think about Melissa?

**PART 5. Secretary**

Useful language:

- To visit the office.....
- To remind customers of meetings.....
- To answer the phone.....
- To take messages.....
- To make appointments.....
- To order supplies.....
- To make copies.....
- To organize files and paperwork.....



