

WORKSHEET: Business English Conversation for the Office and Workplace - based on Easy English video

<https://www.youtube.com/watch?v=rKFUD1Nn5ZU>

PART 1. Friends

Useful language:

- How is the job search going?.....
- I submitted my resume and applications.....
- I have got an interview.....
- How did the interview go?.....
- Are there any other places hiring?.....
- I am going to apply to a job.
- I'll keep asking around.
- I appreciate it.
- You will find the right job.
- How about you?.....
- I got a call about a job.....
- I hope you get the job!

Now answer the questions:

1. How did Marcus's first interview go?
2. Did Marcus get the job?
3. Do Marcus's friends like their jobs?
4. Does the woman work a lot?
5. What does the man think of his boss?
6. What advice does Maggie give Marcus?

PART 2. Interview

Useful language:

- Nice to meet you.
- There is an open position.
- I need to fill this position as soon as possible.
- That sounds great!
- Can you tell me a little bit about yourself?
- How long did you work for them?
- About two years.
- What are your strengths?
- Why should we hire you?
- Do you mind working long hours?
- Can you handle pressure?

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- It has been nice talking to you.
- We will get back to you.

Now answer the questions:

1. What position does the woman offer to Marcus?
2. What does Marcus say about himself?
3. Where did Marcus work before?
4. What are Marcus's strengths?
5. What did Marcus do when he was in college?

PART 3. Colleagues

Useful language:

- We are glad to have you here.
- Here you go.
- This is where you will be working.
- I'm pleased to meet you.
- I'm excited to be here.
- Who are those people over there?
- You can grab a few things and take them to your desk.
- I think I'm all set now.

Now answer the questions:

1. Who is Danielle?
2. What problem did Marcus have when he arrived?
3. What does Danielle say about the CEO?
4. Who does Danielle introduce to Marcus?
5. Where does Danielle take Marcus at the end of the tour?

PART 4. In the park

Useful language:

- What's new with you?
- I am very well.
- What's the good news?
- I am so happy for you?
- My team is so supportive.
- It's a really friendly environment.

