INTERMEDIATE UNIT 4

1A Work in pairs. What can you remember about the first time you did the following things? Make notes.

- started a new job
- started school/university
- met a boyfriend's/girlfriend's parents
- moved into a new flat/house
- had a job interview
- started a new course/class

B Ask and answer questions about the things in Exercise 1A.

2A Work in pairs. Decide if it's normal (N) or strange (S) to do these things on your first day in a new job.

1 Get a hug from your boss.
2 Learn how to use the phone system.
3 Speak to your mother on the phone.
4 Speak to your father on the phone.
5 Speak to your friend on the phone.
6 Take a tour of the office.
7 Meet your colleagues.
8 Learn how the company's website works.
9 Get a visit from your girlfriend's uncle.
10 Receive a parcel.

B Watch the DVD. Which of the things in Exercise 2A does Gavin do on his first day?

3 Watch the DVD again. Answer the questions below. Chooose one of the people in the box. Use one of the people twice.

Bryn	Gavin's dad	Gavin's mum	Huw Davies
Owain Hughes	the secretary		

Who …

1 gives Gavin a sign for his door?
2 shows Gavin how to use the phone system?
3 calls Gavin first?
4 says he will speak to Gavin later?
5 runs the company website?
6 brings Gavin a packed lunch?
7 delivers a parcel?

4A Complete the extracts from the DVD with the words/phrases in the box.

cheers	How's it going	heads up	in a bit
mate	who's who		

1 Aw, _____. Thanks!
2 I'll take you round _____, show you what's what and _____.
3 _____, darling? Are people being nice to you?
4 Are you all right, _____?
5 Owain _____ the website.

B Match the words/phrases in Exercise 4A with their meanings a)–f).

a) How are you?
b) thank you
c) friend
d) manages
e) who everybody is
f) soon

5A Choose one of the 'firsts' from Exercise 1A. Find as much advice as you can about it. What advice would you give? Make notes.

B Work in groups. Present your advice to the rest of the group. Which is the best piece of advice for each situation?

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