الإنجليزية A2، الوحدة 7: العمل والقواعد

الوظائف وطلبات التوظيف والمقابلات، والقواعد والسلامة في العمل، وhave to / don't have to / had to، و/ must mustn't، وshould / shouldn't وطلب الإذن بأسلوب مهذّب، إضافة إلى صفحة من دليل الموظفين للقراءة، والسؤال عن القواعد والإذن، ورسالة نصيحة قبل المقابلة، ومراجعة الوحدة. 9 أوراق عمل مع مفتاح الإجابات.

ENGLISH A2 · UNIT 7

Work and Rules

After this unit you can:

- ☐ I can say what I have to do and don't have to do at work and ask about rules.
- ☐ I can understand rules, signs and notices with must and mustn't.
- ☐ I can give and ask for advice (You should ..., Should I ...?).
- ☐ I can ask for permission politely and understand a simple job advert or staff handbook.

9 printable worksheets · answer keys included

مجاني للتنزيل والطباعة والاستخدام في المنزل أو الصف الدراسي أو في أي مكان.

ENGLISH A2 · UNIT 7 · VOCABULARY Name: _____ Date: _____

Jobs, applications and interviews

Focus: vocabulary: applying for a job (apply, CV, employer, vacancy, promotion, quit)

JOBS, APPLICATIONS AND INTERVIEWS

apply application CV interview employer employee qualifications skills experience reference advert vacancy position contract promotion overtime pay rise retire unemployed self-employed career earn hire quit responsible

1 Match the words and the definitions.

1. CV	a. A better position at your company.
2. employer	b. Stop work at about sixty-five.
3. vacancy	c. An email about you from your old boss.
4. promotion	d. You work for this person or company.
5. overtime	e. A job for a new worker at a company.
6. reference	f. A list of your education, jobs and skills.
7. retire	g. Without a job.
8. unemployed	h. Extra hours of work.

2 Complete the sentences with words from the box.

Example: Lena wants a new _____ in a bigger company. → position

1. There is an _____ for a cook in the newspaper.
2. You can _____ for the position on the company website.
3. The _____ is on Monday at ten, so please bring your CV.
4. Sara has got twenty years of _____ as a nurse.
5. The company gave all staff a _____ of fifty pounds a month.
6. Nina _____ her job last week because the salary was bad.
7. Lucy is _____ for safety in the warehouse.
8. Send copies of your _____ with your CV, for example your degree.
9. Tom has no qualifications, but his computer _____ are very good.
10. The company wants to _____ three new drivers in May.
11. Aram has a small shop. He is _____, so he has no boss.

ANSWER KEY

1 1 f, 2 d, 3 e, 4 a, 5 h, 6 c, 7 b, 8 g **2** 1 advert, 2 apply, 3 interview, 4 experience, 5 pay rise, 6 quit, 7 responsible, 8 qualifications, 9 skills, 10 hire, 11 self-employed

مجاني للتنزيل والطباعة والاستخدام في المنزل أو الصف الدراسي أو في أي مكان.

ENGLISH A2 · UNIT 7 · VOCABULARY Name: _____ Date: _____

Rules and safety at work

Focus: vocabulary: rules and safety at work (uniform, helmet, sign, forbidden, sick leave)

RULES AND SAFETY AT WORK

rule uniform helmet gloves safety sign notice allowed permission forbidden fire exit alarm accident report on time late absent sick leave day off holiday timesheet break smoke mobile phone visitor

1 Choose the correct word.

Example: Put on your _____ at the door of the warehouse. (helmet / timesheet / notice) → helmet

1. There is a _____ on the door: 'No mobile phones'. (break / sign / holiday)
2. Mark was _____ for three days. He was ill. (late / unemployed / absent)
3. Smoking is _____ in the warehouse. It's dangerous. (forbidden / allowed / absent)
4. Write your hours for the week on your _____. (helmet / alarm / timesheet)
5. Every _____ gets a badge at reception. (rule / visitor / break)
6. You can't take a _____ this week. We need you. (day off / sign / helmet)
7. Lena has a cold, so she is on _____ today. (break / sick leave / overtime)
8. The meeting starts at nine. Please be _____. (late / absent / on time)
9. Read your _____ carefully. It has the holiday rules. (contract / timesheet / helmet)
10. All new _____ get a list of the rules and a uniform. (visitors / employers / employees)
11. You can't go in without _____. Ask the manager first. (permission / holiday / alarm)

2 Match the signs and their meaning.

1. No smoking	a. Don't use your phone here.
2. Fire exit	b. Put on your helmet and gloves here.
3. Visitors: please sign in	c. Tell your manager about every accident.
4. Staff only	d. Close the door after you.
5. No mobile phones	e. You mustn't smoke here.
6. Report all accidents	f. Write your name at reception.
7. Keep this door closed	g. Visitors can't go in here.
8. Wear helmets and gloves	h. Leave by this door in an emergency.

ANSWER KEY

1 1 sign, 2 absent, 3 forbidden, 4 timesheet, 5 visitor, 6 day off, 7 sick leave, 8 on time, 9 contract, 10 employees, 11 permission **2** 1 e, 2 h, 3 f, 4 g, 5 a, 6 c, 7 d, 8 b

مجاني للتنزيل والطباعة والاستخدام في المنزل أو الصف الدراسي أو في أي مكان.

ENGLISH A2 · UNIT 7 · GRAMMAR Name: _____ Date: _____

have to / don't have to

Focus: have to / has to, don't have to / doesn't have to, Do I have to ...?, had to; vs can't

GRAMMAR: HAVE TO / DON'T HAVE TO

have to / **has to** = you need to: I have to wear a badge. He has to start early.
don't have to / **doesn't have to** = no need. We don't have to work on Sundays.
Do I **have to** pay? No, you don't. · Past: I **had to** work late. · **can't** = not allowed

1 Complete with have to, has to, don't have to, doesn't have to, do or does.

Example: Nurses _____ wear a uniform at the hospital. → have to

1. Ken _____ start work at six because he drives the first bus.
2. We _____ work on Saturdays. The office is closed.
3. Lucy _____ wear a helmet in the office, only in the warehouse.
4. _____ you _____ pay for your uniform? No, the company pays for it.
5. What time _____ Omar _____ be at the airport tomorrow?
6. Self-employed people _____ find their own customers.
7. Visitors _____ sign in at reception, but they _____ wear a uniform.
8. Sara works part-time, so she _____ come to the office every day.

2 Choose the correct words.

Example: Last year I _____ work every Saturday. (had to / have to) → had to

1. The office was closed yesterday, so we _____ go to work. (had to / didn't have to)
2. You _____ smoke in the warehouse. It's forbidden. (don't have to / can't)
3. You _____ come to the party. It isn't a work meeting. (don't have to / can't)
4. _____ she have to work late last night? (Does / Did / Was)
5. My lessons started at eleven, so I _____ get up early. (had to / didn't have to)
6. Staff _____ park here. The car park is for customers. (can't / don't have to)
7. Two years ago Omar _____ work in the evening. (has to / have to / had to)
8. _____ you have to wear a uniform at your last job? (Do / Did / Were)

ANSWER KEY
1 1 has to, 2 don't have to, 3 doesn't have to, 4 Do / have to, 5 does / have to, 6 have to, 7 have to / don't have to, 8 doesn't have to **2** 1 didn't have to, 2 can't, 3 don't have to, 4 Did, 5 didn't have to, 6 can't, 7 had to, 8 Did

مجاني للتنزيل والطباعة والاستخدام في المنزل أو الصف الدراسي أو في أي مكان.

ENGLISH A2 · UNIT 7 · GRAMMAR Name: _____ Date: _____

must / mustn't

Focus: must / mustn't for rules and signs; mustn't vs don't have to; need to

GRAMMAR: MUST / MUSTN'T

Rules: You **must** wear a helmet here. · Not allowed: You **mustn't** smoke here.
must = my rule, very important · **have to** = an outside rule (the company, a sign)
mustn't = don't do it · **don't have to** = no need · softer: You **need to** book early.

1 Complete with must or mustn't.

Example: You _____ wear gloves in the kitchen. It's the rule. → must

1. Staff _____ smoke near the fire exit.
2. All visitors _____ get a badge at reception.
3. You _____ be late for the interview. Arrive ten minutes early.
4. Drivers _____ use a mobile phone in the car.
5. We _____ forget the safety meeting at three.
6. You _____ report every accident, big or small.
7. Nurses _____ clean their hands many times a day.
8. You _____ open this door. The alarm will start.

2 Choose the correct words.

Example: You _____ pay for lunch. The canteen is free. (mustn't / don't have to) → don't have to

1. You _____ take photos in the warehouse. It's forbidden. (mustn't / don't have to)
2. Shop staff _____ wear a suit. A clean shirt is fine. (mustn't / don't have to)
3. I _____ finish this report tonight. The deadline is at midnight. (don't have to / must)
4. You _____ book a day off two weeks before. It's the rule. (mustn't / need to)
5. We _____ use the lift today. There is a 'Broken' sign on it. (mustn't / don't have to)
6. Lena _____ work on Saturdays. Her contract says Monday to Saturday. (doesn't have to / has to)
7. You _____ bring lunch. There's a canteen. (don't have to / mustn't)
8. You _____ eat in the warehouse. Go to the canteen. (don't have to / mustn't)

ANSWER KEY

1 1 mustn't, 2 must, 3 mustn't, 4 mustn't, 5 mustn't, 6 must, 7 must, 8 mustn't **2** 1 mustn't, 2 don't have to, 3 must, 4 need to, 5 mustn't, 6 has to, 7 don't have to, 8 mustn't

مجاني للتنزيل والطباعة والاستخدام في المنزل أو الصف الدراسي أو في أي مكان.

ENGLISH A2 · UNIT 7 · GRAMMAR Name: _____ Date: _____

should / shouldn't and permission

Focus: should / shouldn't for advice; permission with Can I, Could I and Is it OK if I

GRAMMAR: SHOULD / SHOULDN'T · ASKING FOR PERMISSION

Advice: You **should** ask your manager. You **shouldn't** be late. · **Should I** go?
Why don't you call them? · **I think you should** wait. · Review: You **mustn't** smoke.
Can I / **Could I** / **Is it OK if I** leave early? · Yes, of course. / I'm afraid not.

1 Complete with should or shouldn't.

Example: You _____ arrive early for the interview. → should

1. You _____ wear jeans to the interview. Wear a suit.
2. Omar _____ ask for a pay rise. He works hard, but his salary is small.
3. You _____ use your mobile phone in a meeting.
4. Lena is a good manager. I think she _____ apply for the position.
5. Staff _____ eat at their desks. It isn't polite.
6. What _____ I write in my email to the employer?
7. You _____ be nervous. You've got the skills and the experience.
8. Ben is very tired. He _____ take a day off.

2 Choose the correct words.

Example: _____ I leave at three today? I've got a dentist's appointment. (Could / Do) → Could

1. Is it OK _____ I take my break at twelve? Sure. (that / if / when)
2. Could I open the window? _____, of course. (Yes / No / Not)
3. Can I park here? I'm afraid _____. (no / don't / not)
4. Why _____ you ask Tom? He knows the rules. (do / don't / doesn't)
5. I think you _____ talk to your manager. She can help you. (should / shouldn't)
6. _____ I wear a suit? No, you don't have to. Jeans are fine. (Could / Should)
7. Could I start at ten tomorrow? Yes, of _____. (sure / course / OK)
8. _____ don't you ask for a day off? You look tired. (What / Why / How)

ANSWER KEY

1 1 shouldn't, 2 should, 3 shouldn't, 4 should, 5 shouldn't, 6 should, 7 shouldn't, 8 should **2** 1 if, 2 Yes, 3 not, 4 don't, 5 should, 6 Should, 7 course, 8 Why

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ENGLISH A2 · UNIT 7 · READING Name: _____ Date: _____

Reading: Welcome to Greenway Logistics

Focus: reading a staff handbook: have to, must / mustn't, should; rules and safety words

Welcome to the team! All staff have to start at eight and finish at four. Write your hours on your timesheet every Friday. Warehouse staff must wear a helmet, gloves and safety boots. Office staff don't have to wear a uniform, but they have to wear a badge.

You mustn't smoke in the warehouse or near the fire exit. You mustn't use your mobile phone in the warehouse. Please report every accident to your manager immediately. Visitors must sign in at reception and wear a visitor badge.

Do you need a day off? Ask your manager two weeks before. Are you ill? You don't have to come to work, but you must call the office before nine. Advice for your first week: you should ask questions, and you shouldn't be late.

1 Read the text. True or false?

1. Office staff have to start at eight. ☐ T ☐ F
2. You have to write your hours on your timesheet every day. ☐ T ☐ F
3. Office staff must wear a uniform. ☐ T ☐ F
4. Warehouse staff have to wear safety boots. ☐ T ☐ F
5. You can use your mobile phone in the warehouse. ☐ T ☐ F
6. Sick staff must call the office before nine. ☐ T ☐ F

2 Answer the questions about the text.

Example: What time does work finish? → It finishes at four.

1. What do warehouse staff have to wear?

_____

2. What do office staff have to wear?

_____

3. Who do you report an accident to?

_____

4. How do you get a day off?

_____

ANSWER KEY

1 1 T, 2 F, 3 F, 4 T, 5 F, 6 T **2** 1 They have to wear a helmet, gloves and safety boots. | 2 They have to wear a badge. | 3 You report it to your manager. | 4 You ask your manager two weeks before.

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ENGLISH A2 · UNIT 7 · EVERYDAY ENGLISH Name: _____ Date: _____

Everyday English: Rules, permission and advice

Focus: everyday English: Do I have to ...?, Could I ...?, Is it OK if I ...?, What should I wear?

Model dialogue: Ani's first day

Ani: Hi Mark. Do I have to wear a uniform?

Mark: Yes, you do, but you don't have to wear it in the office.

Ani: OK. Is it OK if I use my phone at lunch?

Mark: Sure, but you mustn't use it in the warehouse.

Ani: Could I leave early on Friday? I've got a doctor's appointment.

Mark: Yes, of course. Just tell your team.

have to **should** **course** **Should** **idea** **if** **shouldn't**

1 Before the interview — Complete the dialogue with the words in the box.

Example: What time _____ I be there? → should

Lucy: I've got an interview tomorrow at nine. What _____ I wear?

Sam: You should wear a suit, and you _____ be late.

Lucy: _____ I take my certificates?

Sam: Yes, good _____. And take your CV, too.

Lucy: Do I _____ send a reference before the interview?

Sam: No, you don't. They ask for references after the interview.

Lucy: Could I use your car tomorrow? Is it OK _____ I bring it back at six?

Sam: Yes, of _____. Good luck!

2 Match the questions and the answers.

1. Could I finish at four on Friday?	a. I'm afraid not. Use the canteen.
2. Is it OK if I eat at my desk?	b. Your CV and your certificates.
3. What should I take tomorrow?	c. Yes, you do. All staff wear one.
4. Can I park in front of the office?	d. Yes, of course. Just tell Lena before you go.
5. Do I have to wear a badge?	e. Sorry, no. That space is for visitors.

ANSWER KEY

1 1 should, 2 shouldn't, 3 Should, 4 idea, 5 have to, 6 if, 7 course **2** 1 d, 2 a, 3 b, 4 e, 5 c

مجاني للتنزيل والطباعة والاستخدام في المنزل أو الصف الدراسي أو في أي مكان.

ENGLISH A2 · UNIT 7 · WRITING Name: _____ Date: _____

Writing: Advice for a friend

Focus: writing a message with advice: have to, don't have to, should / shouldn't, mustn't

Writing tip: give advice kindly. **I think you should ...** · **Don't forget to ...** · **Good luck!**

1 Complete with: have to, mustn't, don't have to, should, Don't forget, luck.

Example: I think you _____ wear a dark suit. → should

1. You _____ start at eight on Monday. It's a rule, so you _____ be late.
2. You _____ worry about lunch, but I think you _____ take some water.
3. _____ to take your passport and your certificates. Good _____!

2 Write a message to a friend before her interview (60-80 words).

MODEL

Hi Lena, your interview is on Monday, so here is some advice. You have to be there at nine, and you have to take your CV. You don't have to worry about the questions. They are usually easy. I think you should wear a suit, and you shouldn't speak too fast. You mustn't be late! Don't forget to take a pen. Good luck! Ani

- Two things they have to do, and one thing not to worry about
- Two pieces of advice: I think you should ... / You shouldn't ...
- One thing they mustn't do; Don't forget to ...; Good luck!

Self-check: capital letters and full stops · subject + verb word order · this unit's grammar · this unit's words · the right length

ANSWER KEY

1 1 have to / mustn't, 2 don't have to / should, 3 Don't forget / luck

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ENGLISH A2 · UNIT 7 · UNIT REVIEW Name: _____ Date: _____

Unit 7 review

Focus: unit review: have to, must / mustn't, should, permission; job and workplace-rule words

1 Choose the correct words.

Example: You _____ wear a helmet in the warehouse. It's the rule. (must / mustn't) → must

1. Office staff _____ wear a uniform. They can wear jeans. (mustn't / don't have to)
2. Last year Ali _____ work every Saturday. (has to / had to / must)
3. _____ I leave early today? Sorry, I'm afraid not. (Must / Does / Could)
4. Does she _____ wear gloves? Yes, she does. (has to / have to / must)
5. You _____ smoke here. It's a fire risk. (mustn't / don't have to)
6. You _____ sign the contract today. Read it at home first. (should / shouldn't)
7. All visitors _____ sign in at reception. It's the rule. (must / mustn't / don't have to)
8. Omar is a manager now. He got a _____ last month. (promotion / reference / vacancy)

2 Complete with: absent, apply, helmet, interview, overtime, permission, sick leave, timesheet.

Example: Wear a _____ in the warehouse. → helmet

1. Send your CV by email, and we will call you about an _____.
2. Ken was _____ on Monday and Tuesday. He is on _____ now.
3. In December we work _____, so you need _____ for a day off.
4. Write your hours on your _____ and give it to Lucy.
5. Lena wants to _____ for the position of manager.

3 Correct the mistake in each sentence.

Example: You have wear a uniform. → You have to wear a uniform.

1. She don't have to work on Sundays.

   _____

2. You should to ask your manager first.

   _____

4 Match the questions and the answers.

1. Do I have to work on Saturdays?	a. No, you mustn't. It's forbidden.
2. Could I use your phone?	b. A shirt and dark trousers.
3. What should I wear tomorrow?	c. Sure. Here you are.
4. Can I smoke here?	d. No, only Monday to Friday.

ANSWER KEY

1 1 don't have to, 2 had to, 3 Could, 4 have to, 5 mustn't, 6 shouldn't, 7 must, 8 promotion **2** 1 interview, 2 absent / sick leave, 3 overtime / permission, 4 timesheet, 5 apply **3** 1 She doesn't have to work on Sundays. | 2 You should ask your manager first. **4** 1 d, 2 c, 3 b, 4 a

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