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.