

HANDOUT 8

HOW TO FACE THE FIRST DAY OF WORK



Answer the questions:

Context

Congratulations! The job is yours. You have passed the job interview and you must start on Monday at 8:00 am and leave at 4:00 pm. You have been hired to work in an association as a receptionist. Your job is based specifically on answering the phone and receiving people who come to you looking for information. Monday is your first day and you only know what time you must come and go, but you do not know anything else. Try to gather information to get off to a good start.

- 1. What would be essential for you to take in your backpack?**
 - a) Water, a pen and a notebook for writing.**
 - b) Makeup, a necklace, and a bracelet.**
 - c) Paints and a tablet.**
 - d) All the above.**

- 2. How would you go to work, if work was 15 minutes away from your home?**
 - a) Walking, because fifteen minutes is nothing.**
 - b) By car because I'm sure I could find a quick place near work.**
 - c) By bus, because the bus stop is close to my home and leaves me close to work.**
 - d) Any of the above.**

- 3. Would you take food to eat at work?**
 - a) Yes, because so I eat with my colleagues and I can establish the first social relations.**
 - b) No, because I prefer to eat something fast outside.**
 - d) Someday I might take food with me.**
 - e) None of the above.**

- 4. What clothes would you wear?**
 - a) The first day I would wear something basic so that I can see how people dress and then the following days I can dress accordingly.**
 - b) A tracksuit.**
 - c) I will wear pajamas.**
 - d) None of the above.**

5. What questions would you ask on your first day?

- a) What do I have to take care of?
- b) How much will I get paid?
- c) Do I have any free time?
- d) A and c are correct.

6. What strategies would you follow to learn your coworkers' names?

- a) I would make a list of their name and a characteristic of theirs.
- b) I would draw a quadrant with the places where they sit and their names.
- c) I would do nothing.
- d) Either A or B.