

Employment

Tutor Resources for the AMEP

Work

Post-beginner

Tutor Resources for the AMEP

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Theme:

Work

Topic:

Employment

Task	Language focus	Learning activities	Resources
1. Can talk about employment and working conditions	Vocabulary employment, overtime, part-time, full-time, casual, permanent, employee, advantage, working conditions, flexitime, negotiable, Daylight Saving Time, machine operator, supervisor, mate, workmates, greedy, to be confused, dropped off, knock off time, got mixed up, caught on, get on well with	Discuss questions about employment Identify job positions and working conditions in job ads Discuss question about Daylight Saving Match words and expressions to meanings Answer questions about a story Complete sentences Re-write story in the correct order	Worksheet 1: Talking about employment Worksheet 2: Working conditions Worksheet 3: Late for work

Theme: **Work**Topic: **Employment**

Working conditions

Task 1: Can talk about employment and working conditions**Vocabulary:** employment, overtime, part-time, full-time, casual, permanent, employee, advantage, working conditions, flexitime, negotiable, Daylight Saving Time, machine operator, supervisor, mate, workmates, greedy, to be confused, dropped off, knock off time, got mixed up, caught on, get on well with

Activity instructions

Discuss questions about employment

📄 Worksheet 1: Talking about employment

Read the questions together and discuss.

Ask learner to underline any unfamiliar words and look up the meanings in their dictionary.

Identify job positions and working conditions in job ads

📄 Worksheet 2: Working conditions

Learner reads the information about working conditions.

Explain any vocabulary they don't understand.

Learner reads the job advertisements and matches the ads with the positions.

Answers

1 – Chef, 2 – Shop Assistant, 3 – Junior Office Assistant, 4 – Driver

Ask learner to read the job ads again and write the words that describe the working conditions of each job. (Encourage learner to refer back to the information on working conditions.)

Answers

1 – Brand new kitchen. Full-time Mon-Fri, day shifts. Excellent working conditions.

2 – Busy bakery. Early morning starts (6 am) and weekends.

3 – Part-time, 25 hours per week.

4 – Conditions negotiable. We will train you.

Discuss question about Daylight Saving

📄 Worksheet 3: Late for work

The story involves Daylight Saving Time, so instruct the learner to read the information and discuss.

A. Learner reads the information about Daylight Saving Time and ticks what should be done on the last day of Daylight Saving Time.

Answer

Put your clock back one hour.

B. Learner reads aloud the story. (Check for pronunciation, intonation and punctuation.)

Explain to learner about overtime.

Information

Overtime is the amount of time someone works over their normal working hours. In Australia, workers get paid for doing overtime.

Match words and expressions to meanings

📄 Worksheet 3: Late for work

C. Learner reads the words and expressions.

Ask learner to find and underline these words and expressions in the story (part B).

Ask learner to read the sentences they have underlined and try to guess what the words and expressions means.

Learner reads the meanings and matches the words and expressions with the meanings.

Answers

1 – f, 2 – h, 3 – b, 4 – e, 5 – d, 6 – g, 7 – a, 8 – c

Answer questions about a story

📄 Worksheet 3: Late for work

D. Learner reads the story (part B) again and answers the questions.

Answers

1 – Chris Petrovski

2 – Kevin (his supervisor)

3 – Kevin and Chris

4 – Daylight Savings (He put the clock forward instead of back one hour for Daylight Savings.)

5 – Pleased/happy

6 – Because Bill had been at work for an extra two hours but for no pay.

Complete the sentences

📄 Worksheet 3: Late for work

E. Learner circles the correct ending for each sentence.

Learner reads the story again and corrects their work.

Answers

1 – b, 2 – b, 3 – a, 4 – c

F. Learner reads the words in the box. Discuss the meanings.

Learner reads and completes the sentences with words from the box.

Answers

1 – friendly guy, 2 – Bad luck mate, 3 – He's greedy, 4 – Thanks mate, 5 – dropped him off,

6 – get on well with, 7 – caught on

Re-write story in the correct order

📄 Worksheet 1: Late for work

G. Instruct learner to read the sentences and sequence them in the correct order by numbering them.

Learner copies the sentences in the correct order.

Answers

1 – Chris reminded Bill to put his clock back one hour.

2 – But Bill put his clock forward one hour.

3 – So, on Monday morning, he arrived at work two hours early.

4 – He waited for one hour and fifty minutes.

5 – Then Kevin arrived and unlocked the door.

6 – Bill explained the mistake he made with his clock to Chris.

7 – Chris told him he had done two hours overtime for no pay.

Worksheet 1: Talking about employment

A. Read and discuss the questions.

1. At what age do people usually begin to work in your country?
2. At what age do people usually retire in your country?
3. What was your first job?
4. Do women usually work after they get married in your country?
5. Do you think women and men should be paid the same for the same job?
6. Do you think women are good bosses?
7. Are there women bosses in your country?
8. How many hours a week do people usually work in your country?
9. Is there a law in your country about how many hours a week people can work?
10. Do you think people work too many hours?
11. Do you know what overtime is?
12. Do you ever work overtime in Australia?
If so, do you get paid more for overtime work?
13. Did you ever work overtime in your country?
14. Did you get paid more for working overtime?
15. Do people like to work overtime in your country?
16. In Australia, what type of work would you like to do?
17. In Australia, would you like to work full-time or part-time? Why?
If part-time, how many days a week would you like to work?
18. Would you like to be a casual or a permanent employee?
19. What are the advantages of being a permanent employee?
20. What are the advantages of being a casual employee?
21. Do you think the working conditions are good in Australia?
22. What are the working conditions like in your country?

B. Which of these working conditions are important to you?

Number each one from 1 (most important) to 5 (least important).

- a good salary
- a safe and clean working area
- flexible working hours
- friendly workmates
- opportunity to do overtime
- friendly atmosphere at work



Worksheet 2: Working conditions

When employers advertise for a job they must do two things:

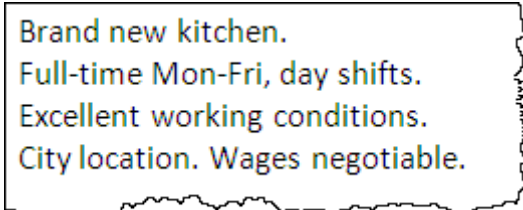
1. Describe the job (the name of the position, the location, the duties and the working conditions).
2. Describe the kind of person they are looking for to do the job.

Working conditions include how, when or where you would work. Advertisements might say 'good' or 'excellent working conditions' or they could include the following information:

- **Conditions of employment**
Is the job part-time, casual or full-time?
How many weeks of holidays do you get?
- **The times and days you work**
Normal days or shift work, early starts, overtime or flexitime?
- **Physical conditions**
Is the job dangerous or dirty?
Is it done inside or outside?
Is it heavy or light work?
- **Other special conditions**
Do you have to wear a uniform?
Do you have to travel?
Do you have to do training?

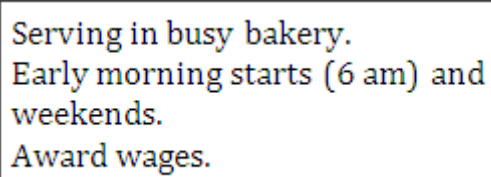
*Read the names of four job positions in the box.
Read the job advertisements and complete the information.*

Junior Office Assistant	Driver	Shop Assistant	Chef
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1. 

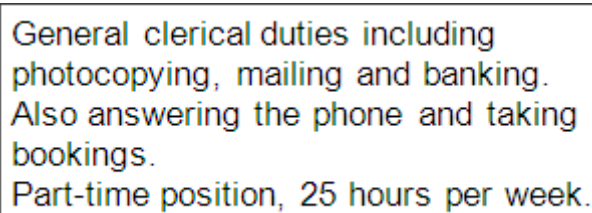
Position: _____

Conditions: _____

2. 
Serving in busy bakery.
Early morning starts (6 am) and weekends.
Award wages.

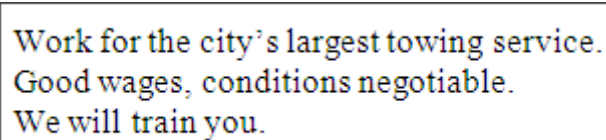
Position:

Conditions:

3. 
General clerical duties including photocopying, mailing and banking.
Also answering the phone and taking bookings.
Part-time position, 25 hours per week.

Position:

Conditions:

4. 
Work for the city's largest towing service.
Good wages, conditions negotiable.
We will train you.

Position:

Conditions:

Worksheet 3: Late for work

A. Read about Daylight Saving Time.

Tick what you do on the last day of Daylight Saving Time.

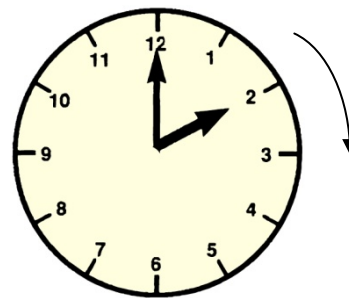
Daylight Saving Time is a way of getting more light out of the day by **moving the clocks forward by one hour during the summer**. During Daylight Saving Time, the sun appears to rise one hour later in the morning, when people are usually asleep, and sets one hour later in the evening, making the day seem longer.

Daylight Saving Time begins at 2 am on the first Sunday in October and ends at 3 am on the first Sunday in April.

Not all the states in Australia have Daylight Saving Time. It is observed in New South Wales, Victoria, South Australia, and Australian Capital Territory. It is not observed in Queensland, Northern Territory and Western Australia.

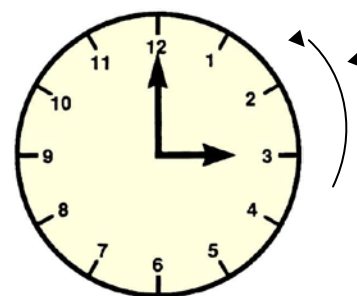
Start of Daylight Savings

At the start of Daylight Saving Time, move the clock forward one hour at 2 am.



End of Daylight Savings

At the end of Daylight Saving Time, move the clock back one hour at 3 am.



Daylight Saving Time finishes on the first Sunday in April every year. On the last day of Daylight Saving Time you must:

- put your clock forward one hour.
- put your clock back one hour.
- do nothing to your clock.

B. Read the story.

Chris Petrovski is a friendly guy. He likes most of his workmates and gets on well with them. But there is one machine operator he doesn't like very much. His name is Bill Gibbs and Chris thinks he is greedy. He always wants all the overtime for himself.

Nearly every day Bill asks Kevin, his supervisor, for more overtime. "Hi Kev. Any overtime tonight?" So he always gets more overtime than any other operators. Everybody thinks that it isn't fair, but Bill doesn't care.

On Friday 1st April, at knock off time, Chris was leaving work at the same time as Bill. Chris said, "Don't forget to put your clock back one hour tomorrow night. It's the end of Daylight Saving". "Right. Thanks mate. See you later", said Bill.

Early in the morning on Monday 4th April, Bill's wife dropped him off at work. It was cold and dark but he felt good because it was just before 7 am, so he was on time. He tried to open the door but it was shut. He couldn't get in. "What's going on?" he thought. "Where is everybody?" He waited an hour and fifty minutes!

Finally, Kevin arrived. While Kevin was unlocking the door, Chris arrived. Bill said, "What's going on, Chris? I've been waiting here for ages. Why are you all so late?" "We're not late," said Chris. "It's only ten to seven. We're ten minutes early." Bill was confused. He couldn't understand what had happened. Suddenly he caught on. "I got mixed up with Daylight Saving. On Saturday, I put the clock forward one hour instead of back one hour! So actually, I got up at 4 this morning thinking it was 6! "Great!" thought Chris to himself and he smiled. "Bad luck mate. You've just done two hours overtime for no pay!"

*C. Find the words and expressions in the story (part B).
Match these words and expressions with their meaning.*

Word/Expression	Meaning
1. dropped him off	a. after a long time
2. knock off time	b. does not understand what is happening
3. What's going on?	c. unable to understand something
4. got mixed up	d. understood
5. caught on	e. thought he understood but didn't
6. overtime	f. drove him there
7. at last	g. extra time that you work on top of your normal hours
8. confused	h. the time you finish work and go home

D. Answer the questions.

1. Who told Bill about Daylight Saving?

2. Who gives Bill the overtime?

3. Who arrived at work after Bill on Monday?

4. What did Bill get mixed up about?

5. How did Chris feel about Bill's mistake?

6. Why did Chris feel like that?

E. Complete the sentences. Choose the correct endings.

1. Chris likes nearly everyone, but...
 - a. he doesn't like Kevin.
 - b. he doesn't like Bill very much.
 - c. he doesn't like Bill and Kevin.

2. Bill gets a lot of overtime, but...
 - a. the other operators get more.
 - b. the other operators don't get much.
 - c. Chris doesn't get any.

3. Chris told Bill to put his clock back one hour, but...
 - a. Bill put it forward.
 - b. Bill looked at his watch.
 - c. it was the end of Daylight Savings.

4. Bill did two hours overtime for no pay because...
 - a. Kevin arrived late with the keys.
 - b. Kevin told him to start work early.
 - c. he didn't turn back his clock and arrived early.

F. Complete the sentences with expressions from the box.

get on well with	caught on	Thanks mate	He's greedy
Bad luck mate	friendly guy	dropped him off	

1. Chris is a good workmate. He talks to everybody, always has a smile on his face and he welcomes new people to the factory. He is a _____.

2. Chris wanted to work on Friday instead of Thursday. His supervisor asked Faizal to work on Friday. Chris was a bit upset. Faizal saw Chris and said, " _____! I asked first. Maybe next time."

3. Chris' son, Nikolai, loves chocolate. He eats all the chocolate when his dad buys some. He doesn't care about anybody else!
_____.

4. Mohammed told Chris he could change days with him this week. "I'll do your Thursday. You do my Friday," he said.
" _____ " Chris said. "I really wanted Thursday off. It's my wedding anniversary. Next time you need something, just ask."
5. Faizal's car was at the mechanic's, so Chris _____ home on Wednesday night after work.
6. Chris and Mohammed have worked together for 15 years and they have never had any problems. They _____ each other.
7. When Chris started working at the factory he didn't know about giving money for coffee and tea. He quickly _____ and now he even brings cakes sometimes.

G. Re-write these sentences from the story in the correct order.

- He waited for one hour and fifty minutes.
- Bill explained the mistake he made with his clock to Chris.
- Chris reminded Bill to put his clock back one hour.
- So, on Monday morning, he arrived at work two hours early.
- Chris told him he had done two hours overtime for no pay.
- But Bill put his clock forward one hour.
- Then Kevin arrived and unlocked the door.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____