



Unit 17 A nice place to work

Practice

1 PAIRS. Practice the conversation. Then switch roles.

A: So, is this your first job in the United States?

B: Yes it is, and I need some (1) advice. Do I have to wear a suit to work?

A: Not necessarily. We now have a business casual dress code. That means we can wear comfortable but nice clothes. We can't wear (2) jeans, of course.

B: (3) I like that idea. What about names? Should I use *Mr.* or *Ms.* with last names?

A: We're very casual here. We usually use first names in the office.

B: What about work hours? Are they still 9:00 to 5:00?

A: (4) We're lucky. We have flextime.

B: (5) What does that mean?

A: Flextime means flexible work hours. For example, I work from 11:00 to 7:00. That way, (6) I can take the kids to school before coming to work.

B: I think I'm going to like it here. Thanks for your help.

Substitute

2 PAIRS. Use the substitutions in the box to create a new conversation. Practice the conversation. Then switch roles.

For example,

A: So, is this your first job in the United States?

B: Yes it is, and I need some help. Do I have to wear a suit to work?

A: Not necessarily. We now have a business casual dress code. That means we can wear comfortable but nice clothes. We can't wear sneakers, of course.

Student A	Student B
(2) sneakers	(1) help
(4) It's different now.	(3) That's great!
(6) I can avoid rush hour	(5) Could you explain that?

Personalize

3 PAIRS. Role-play the conversation. Use your own words for the underlined parts. Then switch roles.