Starting a New Job

Pre-reading

Questions:
- Are you looking for a new job?
- When you start a new job, what should you do?

Definitions:
- Impression – what you think about someone or something.
- Dress Code – rules about what you can wear to work.
- Introduce – to tell another person’s name, to get to know.
- Co-workers – the people that work with you.
- Personal – not having to do with your job.

Reading

It is important to make a good impression when you start a new job. Here are some tips:

16 **Dress in the right clothes.** Find out if your new job has a dress code. If so, be sure to follow it. Always be neat and clean.

18 **Get to work on time.** Employers like it when employees come to work on time.

36 Make sure you arrive on time or early.

45 **Pay attention to introductions.** Your boss may introduce you to co-workers.

68 These co-workers will be important to you. They will answer your questions when the boss is not around.

97 **Ask plenty of questions.** You will be told what you need to do for your job. Ask questions if you don’t understand. Ask questions if you don’t know what to do next.

129 **Do not take too long for lunch.** Find out how much time you have for lunch.

145 Always be back from lunch on time.

152 **Do not make personal telephone calls.** Never make personal phone calls to friends and family unless it is an emergency.

172 **Never be the first one to leave.** Watch your co-workers. Leave with them or leave after them.

Adapted from City Family Magazine Website

Level 3.5
Understanding

1. What is a dress code? ___________________________________________________ 
   ___________________________________________________ 
   ___________________________________________________ 

2. When should you arrive at work? ________________________________________ 
   ___________________________________________________ 
   ___________________________________________________ 

3. Who will answer your questions when your boss is not there? ________________ 
   ___________________________________________________ 
   ___________________________________________________ 

4. When should you ask questions? ________________________________________ 
   ___________________________________________________ 
   ___________________________________________________ 

5. When should you leave work? ________________________________________ 
   ___________________________________________________ 
   ___________________________________________________ 

Writing

Choice A: Tell about your experience starting a new job.
Choice B: In your own words, tell what you should do when you start a new job.

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