

原力英语全能提升训练营

B1 正式场景表达
工作场景必备口语



- General information
- Small talk at work
- Starting a conversation with different people at work
- Different situations at work
- Topics to Avoid Discussing at Work

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General Information: Talking About Work

- Where do you work?
 - When do you start?
 - When are you off?/When do you get off work?
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General Information: Talking About Work



I work day/night shift.



I'm on
days/afternoons/nights.

General Information: Talking About Work

- Can you come in early tomorrow?
- Are you working/doing overtime(OT) tonight?
- I had to stay late.

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General Information: Talking About Work



I took a day off
yesterday.



Have you had any
time off this year?



I need a vacation.

General Information: Talking About Work

- Jack called in sick today.
- I' ve been working like a dog. (working very hard)

SMALL TALK AT WORK

Small talk: a light and simple form of conversation.

SMALL TALK AT WORK

Topic 1: The News

Did you hear the accident yesterday?

Topic 2: The Weekend

How was your weekend?(问前面一周)

Do you have any plans for this coming weekend? (问未到来的周末)

SMALL TALK AT WORK

Topic 3: Entertainment

Have you seen the latest Avengers movie?

Are you going to see the latest Avengers movie?

Topic 4: Food

Have you been to the new restaurant downstairs?

How is the food?

SMALL TALK AT WORK

Topic 5: Projects

How is your project going?

What are you working on specifically?

Topic 6: Coffee/Tea

Wanna grab a cup of coffee together?

I think I made my coffee too light this morning.

How to start a
conversation with
different people at work

With the Manager/Supervisor/Boss/CEO

You: "Hi! How' s your week going?"

Manager: "Not bad. Busy! How about yours?"

You: "It' s going well. I' m excited to be working on [*whatever project feels most significant to you*]."

In this scenario, you give the leader a chance to share information with you. If you think he doesn' t know your name, now' s the time to extend your hand and say, "I' m not certain we' ve formally met. I' m (Ali)." Mention an item you' re working on and for what department if there' s any question as to your role at the company.

With the Newbie

You: "Hi. You started *[this week, last Friday]*, right? My name is Ali and I'm a part of the ... team. Are you starting to feel settled? Have you been to *[popular coffee shop in area]* yet?"

Newbie: "Good, thanks. There's a lot to learn, but I'm really enjoying it. How long have you been here?"

You: "I started in *[whenever you started]*, and I can't believe *[something memorable here about your time at the company]*."

Your goal is to get the conversation rolling and put the new person at ease. It pays to be friendly to your co-workers.

With the Colleague

You: "Hey, I'm looking for recommendations for places to go for networking lunch this week. I haven't gotten to know the neighborhood well, but I thought, as someone who seems to know the ins and outs around here, you might have some suggestions."

Colleague: "What kind of place are you looking for?"

If the person is one you've been generally fearful of engaging with, getting over that intimidation is reason enough to say more than, "Hi. How are you?"

With the Important Customer

You: "Hi. My name is Ali. I know you' ve probably got to make the rounds, but I didn' t want to regret not coming over and introducing myself—and letting you know that your [app/channel] is genius."

A compliment will often ignite a discussion, and if you truly do have something kind to say about the person' s achievement, company, program, or product, why not open with that and see where it goes.

With the Person From the Department You Know Nothing About

You: "How' s your week going? Busy with projects?"

Person: "Busier than usual because we' ve got [major initiative the team is focused on]."

You: "Oh, interesting. I hadn' t though how that might affect your team. What are you working on specifically?"

By being vague in your opening, you allow for the fact that you don' t know exactly what the person does, but you, nonetheless, make an effort to engage him in a conversation about his work and his team and department.

With the Intern

You: "How was your weekend? Are you watching or reading anything really great at the moment?"

Intern: "It was great. Actually, I'm totally hooked on both [The Queen 's Gambit] and [Emily in Paris]. Do you watch either of them?"

You: "I've heard great things about [The Queen 's Gambit], but I haven't had a chance to start it yet. I'm with you on [Emily in Paris]. I love the actress who plays Emily."

Once you start a dialogue about entertainment—TV, books, movies—it's unlikely that you'll struggle with finding more to discuss. And you'll land on at least one item of shared interest, or even something you totally disagree on.

DIFFERENT SITUATIONS AT WORK

First day at work, offering help, asking for permission...

First Day at Work:
Meeting Another
Colleague

J: Could you show me the accounting department?

H: Sure, are you new here?

J: Yes. I' ve just joined as the payroll clerk. I need to meet the CFO.

H: Well, it' s good that I ran into you here. I am the CFO.

J: Really? Nice to meet you, Sir.

H: Drop the Sir, I am Henry. Henry Park.

J: Nice to meet you, Mr. Park. I am James Smith.

H: Welcome to our company, James.

First Day at Work: Training Assignment

K: Hi, James. I am Kelly. I'll be assisting you with your training assignment.

J: Good to meet you, Kelly. So where should we start?

K: Well, you've got to learn about our practices. We have rules for everything in this company, you know.

J: Oh, that's interesting.

K: Don't worry. I am just talking about the rules for handling customers. We like to make sure that our customers are happy in here.

J: I know what you mean Kelly. I've been in customer support myself in my last job.

K: Great. Then you should have no problems.

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Offering Help



Offering Help

A: I was wondering if you need any help on your new project.

B: That would be great.

A: Are you good at writing or would you rather do the computer work?

B: I would like to help with the computer work.

A: Great! We are going to be working in teams of four. Are you OK working with others?

B: Yes, I like working like that.

A: We will begin next Tuesday. Would you be available then?

B: Yes, I can be there.

A: Well, if you could send me your basic background information before next Monday it would be useful.

B: I will send the information to you.

A: Well then, thank you. Have a great day!

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Ask for Permission

A: I was wondering if I could borrow the company truck for a fundraiser.

B: Sure, I think that would be possible. Where is the fundraiser?

A: It is in the park downtown.

B: Who will be driving it?

A: John and I will be driving the truck.

B: Could you drop it off on Friday morning?

A: Yes, we can do that. Can we borrow the chairs from the lunchroom also?

B: Yes, that would be fine.

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Disagreement and Agreement



A: I was thinking of holding the company retreat in the mountains.

B: I agree. I think that would be perfect!

A: I was thinking it could take place sometime in February.

B: That might be a little too cold for some people.

A: Yes, you are right.

B: What about May? May has good weather that isn't too cold or too hot.

A: Yes, that would work out better.

B: You know, maybe we could take a survey to see how that works for everyone.

A: That's a good idea! We'll have to get right on it.

B: Well, I'll get right on it now.

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Topics to Avoid Discussing at Work

Topics to Avoid Discussing at Work

- **Politics/Current Events**
- **Religion**
- **Co-Worker, Manager and Work Leadership Problems**
- **Family Problems**
- **Financial Problems**
- **Health Issues**
- **Relationship Issues**
- **Controversial Hobbies and Involvements**
- **Expensive Purchases**

Practice

Read the small talk and **find the 10 mistakes.**

Woman: Hi there.

Man: Hi. I haven't seen you around here before. Have you been working long?

Woman: No, I've only been here a few months. I work in the Human Resources Department.

Man: Oh, you must make more money than I do then. I'm in Sales.

Woman: Sales sounds like an interesting job.

Man: It's okay. Hey, you look like you could really have a coffee.

Woman: Yes, it's been a really hectic week.

Man: Tell me about it! At least it's supposing to be a nice weekend.

Woman: Yes, I've listened that they are calling for blue skies.

Man: Say, did you happen to catch the game last night?

Woman: No, I was working late.

Man: It was a great game. We won in overtime.

- **Woman:** Actually, I don't even know who was playing. I don't really follow sports.
- **Man:** The Chiefs! Do you think they're going to make it to the finals this year?
- **Woman:** I'm not sure. Well, I better get back to my desk.
- **Man:** Speaking of desks, what do you think of the new office furniture?
- **Woman:** It's nice, but I would rather get paid for my overtime hours than have new furniture.
- **Man:** Oh. Well, I think I'll be heading home early today. It might be snow.
Woman: I know. I can't believe all of this cold weather. Hopefully Spring will come soon.
- **Man:** I can't wait until Spring.
- **Woman:** Me neither! My divorce will finally come through by then!

Did you find all **10 mistakes**?

1.

Man: Hi. I haven't seen you around here before. Have you been working long?

Correction: I haven't seen you around here before. Have you worked here long?

Did you find all **10 mistakes**?

2.

Man: Oh, you must make more money than I do then. I'm in Sales.

Correction: Oh, that must be why I haven't seen you around. I'm in Sales.

It is inappropriate to discuss how much people make in an office during small talk.

Did you find all **10 mistakes**?

3.

Man: It's okay. Hey, you look like you could really have a coffee.

Correction: It's okay. Hey, you look like you could really use a coffee.

Did you find all **10 mistakes**?

4.

Man: Tell me about it! At least it's supposing to be a nice weekend.

Correction: Tell me about it! At least it's supposed to be a nice weekend.

Did you find all **10 mistakes**?

5.

Woman: Yes, I've listened that they are calling for blue skies.

Correction: Yes, I've heard that they are calling for blue skies.

Did you find all **10 mistakes**?

6.

Man: The Chiefs! Do you think they're going to make it to the finals this year?

Correction: *The man should not continue with this subject because the woman is obviously not interested in it.*

Did you find all **10 mistakes**?

7.

Man: Speaking of desks, what do you think of the new office furniture?

Correction: *The man did not take the cue that the woman wants to end the conversation.*

Did you find all **10 mistakes**?

8.

Woman: It's nice, but I would rather get paid for my overtime hours than have new furniture.

Correction: *Giving your opinion about a controversial subject is not appropriate when making small talk with someone you don't know or trust.*

Did you find all **10 mistakes**?

9.

Man: Oh. Well, I think I'll be heading home early today. It might be snow.

Correction: Oh. Well, I think I'll be heading home early today. It looks like it might snow.

Did you find all **10 mistakes**?

10.

Man: Me neither! My divorce will finally come through by then!

Correction: *Private information about one's personal life is not acceptable.*