

19

Written and unwritten rules

Hours of work

Written	Unwritten
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Dress code and behaviour in the office

Written	Unwritten
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Holidays

Written	Unwritten
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Training

Written	Unwritten
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Promotion

Written	Unwritten
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Expenses

Written	Unwritten
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Written and unwritten rules **Worksheet 19**

NOTE: This activity is unsuitable for pre-service students. It may also be advisable to avoid this activity in classes where bosses and their subordinates are mixed together unless relationships are particularly harmonious.

ACTIVITY

Pairwork: writing, speaking

AIM

To talk about rules and regulations in your company and either compare them with rules in other companies or talk about how they could be improved.

GRAMMAR AND FUNCTIONS

Modal verbs

VOCABULARY

hours of work, holidays, training, promotion, expenses, dress code

PREPARATION

Make one copy of the worksheet for each student in the class.

TIME

15–20 minutes

PROCEDURE

- 1 Tell the students that they are going to talk about company rules. Establish the idea of unwritten rules. If you work for a school, give examples from your job, e.g. *I mustn't smoke in class and I have to be here at eight o'clock every morning. Those are formal, written rules. I also have to wear a tie at work. That isn't written anywhere, but I know I have to do it. It's an unwritten rule.*
- 2 Give out copies of the worksheet.
- 3 Ask the students to think of examples of rules that affect them in their place of work and to make notes about them in the boxes. Explain that they do not have to write complete sentences. They should put written rules on the left and unwritten rules on the right.
- 4 Ask the students to work in pairs or small groups. What happens next depends on whether the class consists of students from the same company or from different companies.

Single-company groups

- 5 Ask the students to compare what they have noted and see if they agree.
- 6 Appoint a chair in each group and ask them to run a meeting to discuss ways in which they feel the current rules are not as good as they could be and how they could be improved.

Mixed company groups

- 5 Ask the students to compare rules and regulations in their different companies.
- 6 Students discuss the differences they found and where students thought their partner's company rules were better than their own.

FOLLOW-UP

Ask the students to prepare a document for English-speaking staff about to start work in their company. The title is to be *The Way We Work: Ten Things You Should Know About (company name)*.