

**31a** | *Qualities for the job*

**Part 1**

**A good secretary**

must ...

mustn't ...

**A good salesperson**

must ...

mustn't ...

**A good manager**

must ...

mustn't ...

**Part 2**

**In my job**

I must ...

I mustn't ...

**Teacher's Notes**

*Qualities for the job* **Worksheet 31a**

Note: This worksheet is not linked to the activity on Worksheet 31b

**ACTIVITY**

Pairwork: speaking

**AIM**

To decide on the appropriate characteristics for a set of jobs.

**GRAMMAR AND FUNCTIONS**

*must(n't) + verb*

**VOCABULARY**

*secretary, manager, salesperson, office, working hours, meeting people, staff, to make decisions, to tell lies, to sell a product, to type*

**PREPARATION**

Make one copy of the worksheet for each student.

**TIME**

15 to 20 minutes

**PROCEDURE**

1 Write on the board:

A good teacher must...  
A good teacher mustn't...

2 Elicit completions for the two sentences and drill them if necessary.

3 Tell the students you are going to talk about what different people must and mustn't do at work.

4 Put the following phrases on the board:

leave the office in working hours  
enjoy meeting people  
listen to the staff  
make decisions without thinking  
tell lies to sell the product  
type well

5 Check the vocabulary with the students.

6 Give out the worksheets. Allow a minute or two for reading.

7 Explain the task. The students should look at Part 1 of the worksheet and match the phrases on the board to the incomplete sentences on the worksheet.  
For example, *type well* could go in the first box, *A good secretary must...*

8 Put the students into pairs to compare their answers. Circulate and monitor.

9 Ask each pair to think of another phrase to add to each of the incomplete sentences in the table.

10 Ask different pairs what sentences they added.

11 Ask the students to look at Part 2 on the worksheet. The students should complete the sentence *In my job I must/mustn't... individually.*

12 Put the students into small groups to tell each other what they have written.

**POSSIBLE ANSWERS**

A good secretary must type well.  
A good salesperson must enjoy meeting people.  
A good manager must listen to the staff.

A good secretary mustn't leave the office in working hours.  
A good salesperson mustn't tell lies to sell the product.  
A good manager mustn't make decisions without thinking.