

3b Colleagues

We can't choose who we work with...



**TARQUIN PERIVALE,
JUNIOR ACCOUNT
EXECUTIVE**

He is late for work two or three times a week.
He never finishes anything on time.

He is always talking about how much better his last company was.
He has asked for a large pay rise even though he is near the top of the scale for his job:
'They can't expect me to be really motivated unless the financial incentives are there.'

Bogus
rather



**ANNETTE GREENFORD,
OFFICE MANAGER**

She stays late every night – sometimes until midnight.
She knows about everything that happens in the office.
She thinks nobody does any

work except her.

She has suggested a new system which will create more work for everybody: *'These days clients expect us to be here any time they call. The weekly hours really should be classified as a minimum.'*

Bogus
rather



**MARK HANWELL,
COPYWRITER**

He is always upsetting the women in the office with tactless remarks.
He talks about sport all the time.

He frequently comes in very tired in the mornings because of late nights.
He wants a promotion to Senior Account Executive (the highest-paid post in the department): *'Somebody with my energy and imagination definitely ought to be in management.'*

Bogus
rather



**JANE BRENTFORD,
ART DIRECTOR**

She can't remember the names of people in her department.
She is always talking about big plans, but none of them

come to anything.

She loses her temper every time someone disagrees with her.

She has been promoted to the Board of Directors: *'It's been great working with you, and I'll certainly make sure in my new job that you get credit for all the hard work you've put in.'*

Bogus
rather



**TONY HAYES,
ACCOUNTANT**

He is always criticising people.
He is obsessed with administration.
He has no sense of humour.

He has suggested a system of fining people for administrative errors: *'Well, mistakes cost money and somebody has to pay for them. People should be more careful.'*

Bogus
rather



**MARGARET ACTON,
DESIGNER**

She doesn't listen to other people.
She bullies the newer employees and is rude to the receptionist.

She is always taking time off for minor illnesses.

She has refused to alter the design of a brochure which the client has complained about: *'I'm doing this job and I'm the expert. What he wants is old-fashioned and ineffective.'*

Bogus
rather

Colleagues

Worksheet


ACTIVITY

Groupwork: speaking

AIM

To role play a conversation about people at work.

GRAMMAR AND FUNCTIONS*Is always* verb + *-ing*

Complaining about people

Sympathising

VOCABULARY

advertising agency, account executive, pay rise, scale for the job, financial incentives, office manager, copywriter, weekly hours, art director, promotion, board of directors, to get the credit for something, accountant, administration, designer, receptionist, design, brochure

PREPARATION

Make a copy of the worksheet for each group of three or four students and cut it up as indicated.

TIME

15-20 minutes

PROCEDURE

- 1 Ask the students how many people they work with each day.
- 2 Write the following on the board:

A: *It's impossible working with Jack: he's so _____.*
B:
A: *I can't stand the way he's always _____-ing.*
B:
A: *It's dreadful: every time you _____, he _____.*
B:
A: *Why can't he learn to _____?*
B:
- 3 Elicit as many possibilities as you can for the gaps. For example: *arrogant, interrupting, suggest an idea, steals it, treat people with respect.*

- 4 With shyer groups, drill the sentences for intonation. Encourage them to sound angry.
- 5 Elicit possible answers to the sentences by asking the students *What could you answer if someone said this to you?* - and write them in the 'B' slots. You should now have some mini-conversations on the board. For example:
A: *It's impossible working with Jack: he's so boring.*
B: *I know what you mean. I feel just the same way.*
- 6 Ask the students to practise the mini-conversations in pairs.
- 7 Tell the students that they are going to practise a conversation about people.
- 8 Set up the situation. They all work in an advertising company called Bogus Brothers. They are having lunch together in the company restaurant. Everyone works with a person they find difficult. Everyone wants to talk about that person.
- 9 Divide the class into groups of three and give each person one of the cards. Allow a minute or two for reading and reflection. Ask them to think of one good quality their person might have. For example: Tarquin Perivale. *He's sociable. He gets on with people in the office.*
- 10 If possible, ask the students to move around so that they are sitting facing each other as they would be in a restaurant.
- 11 Ask them to act out the situation.
- 12 Let it run for 5-8 minutes then call a halt to the activity.
- 13 Ask the students about the best people they have worked with in the past and what qualities made that person good to work with.

FOLLOW-UP

Ask students to brainstorm a list under the heading: *The qualities of a good colleague.*