NEW BUSINESS ENGLISH 4

Unit 1 Lesson 4
Workplace Rules (1)
Dos and Don'ts

Review

Describe the responsibilities and tasks of your last job.

Requirements:

➢ *At least 3 complete sentences describing*

your job responsibilities.

LEARNING
GOALS

- Expressing Dos and Don'ts

Situational Dialogue

▶ Jasmine, the HR assistant, tells Kenzo the office rules.

Jasmine Scott

Kenzo Hara

Key Vocabulary

Learn the new words and answer the questions.
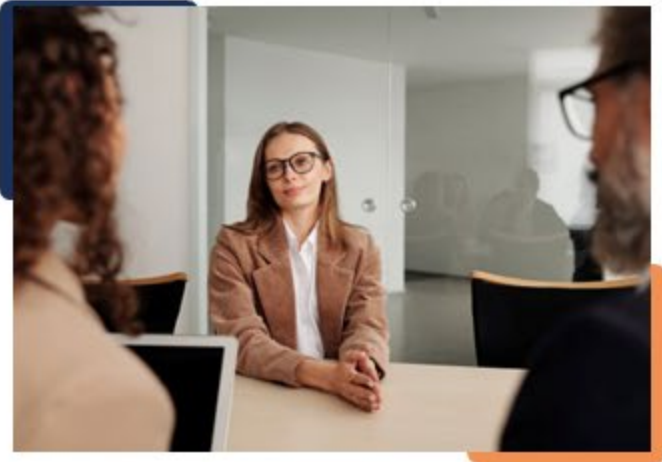
essential

(adj.) basic and fundamental

e.g. **We need to hire more people with essential skills.**

office pantry

(n.) a room that is set for employees to use during a break

e.g. **Our company provides an office pantry for its employees.**

dress code

(n.) a set of rules defining acceptable clothing and appearance

e.g. **All employees should follow the company's dress code.**

Dialogue Review

Jasmine Scott, the HR assistant, tells Kenzo the office rules.

Jasmine : Kenzo, I'm going to explain our office rules to you.

Kenzo : I'm all ears, Jasmine.

Jasmine : There are some **essential** rules you must follow. For example, you mustn't eat at your desk. You can go to our **office pantry** instead.

Kenzo : Well noted.

Jasmine : And you must get to work on time. You should also follow the proper **dress code**.

**Kenzo :** They are almost clear but I'm not sure about the proper dress code.

Jasmine : Don't worry. I'll explain it to you after a quick break.

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Learning Goals

🎯 *Jasmine Scott, the HR assistant, tells Kenzo the office rules.*

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Kenzo : I'm all ears, Jasmine.

Jasmine : There are some essential rules you must follow. For example, **you mustn't eat at your desk.** You can go to our office pantry instead.

Kenzo : Well noted.

🎯 **Expressing dos and don'ts**

Jasmine : **And you must get to work on time.** You should also follow the proper dress code.

Kenzo : They are almost clear but I'm not sure about the proper dress code.

Jasmine : Don't worry. I'll explain it to you after a quick break.

Learn the key expressions and sentence structures.

.:: **Expressing Dos and Don'ts**

➢ **You must/ mustn't +** (verb)

➢ **You should/ shouldn't +** (verb)

Example sentences:

• You must wear formal attire at the party.

• You should prepare for the presentation.

• You shouldn't be late on the day of the presentation.

You can also use:

• **ought to + verb**

e.g. We ought to follow the office rules.

• **need to + verb**

e.g. You need to get there before 10 p.m.

Can you say some dos and don'ts in your company?

Semi-open Dialogue

Please read the situation below and have a role play with your teacher.

Scenario: You are meeting a new employee.

Tell her some Dos and Don'ts in your company.

.:: **You can refer to the following key expressions:**

- You must/ mustn't+ verb
- You should/ shouldn't+ verb

Learn about the common dress codes for work.

⁝⁝ **Most Common Dress Codes for Work**

Business formal

- for strict office environments
- for business meetings

Business casual

- for interviews
- for client meetings

Uniforms

- for factory workers
- for restaurant workers

1. How do employees dress in your company?
2. How strict is the dress code in your company?

Overview

Keywords and expressions:

essential/ office pantry/ dress code

You must/ mustn't+ (verb)
You should/ shouldn't + (verb)

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