

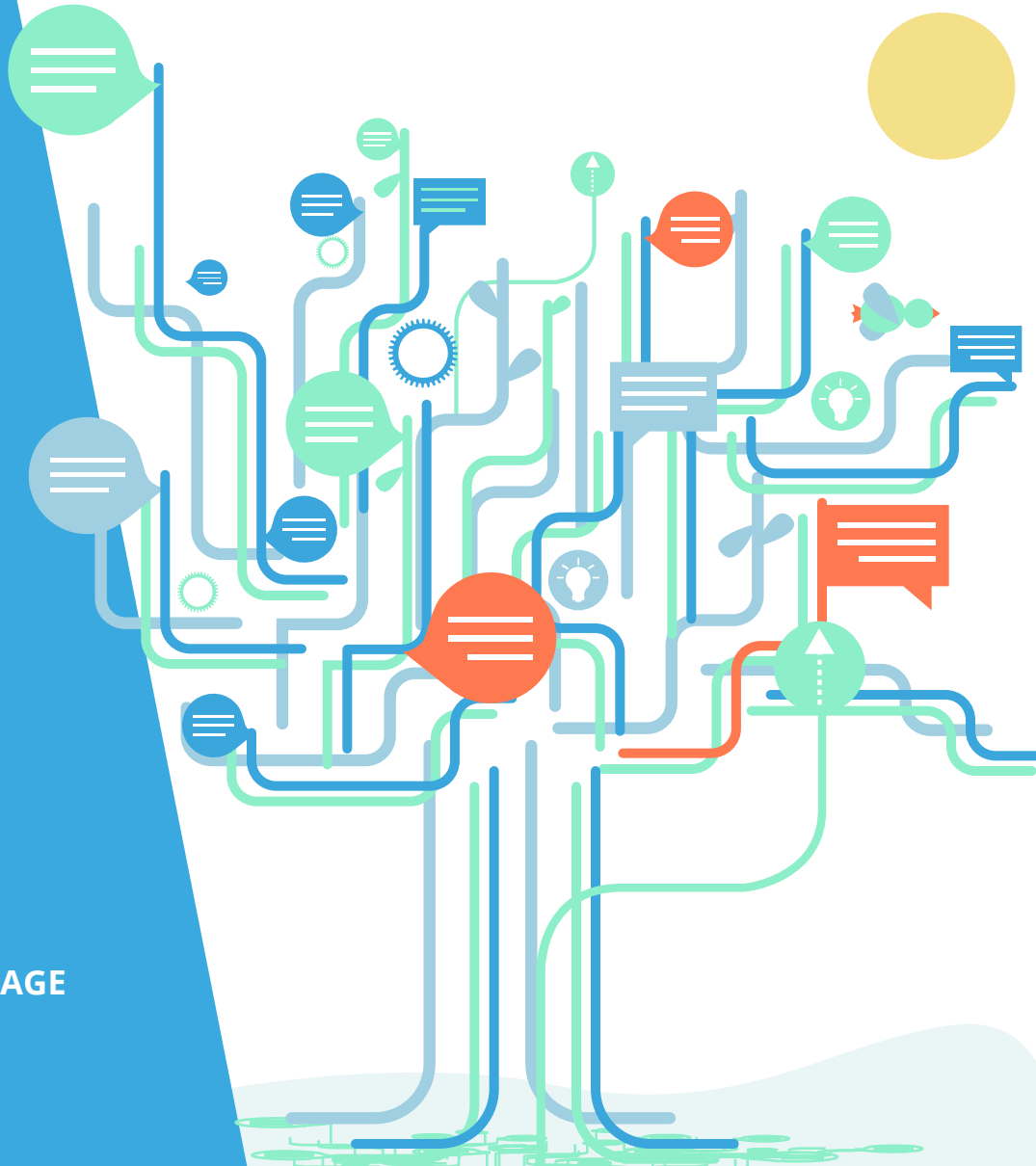
# A meeting with the boss

READING

LEVEL  
Beginner

NUMBER  
A2\_1024R\_EN

LANGUAGE  
English





## Goals

- Can understand a simple text about a meeting at work.
- Can describe my work day in simple terms.



Steve walks into his **office** and talks to the **receptionist**.

“I have a meeting with Mr. Wong **at** three o’clock,” he tells her.

“He will be ready **in** five minutes,” she says.



## Vocabulary review

receptionist

office

nurse

job



journalist

photographer

chemist

driver



## Steve's job



Steve is a **journalist** and he writes for a newspaper.

He has a headache so he wants to stop at the **chemist's** on the way to work.





## The people Steve knows



He runs to the bus stop and gets on the bus. The **driver** smiles at him and says hello.

Steve walks into his office and talks to the **receptionist**.



His friends are Tom and Sara. Tom is a **photographer**.

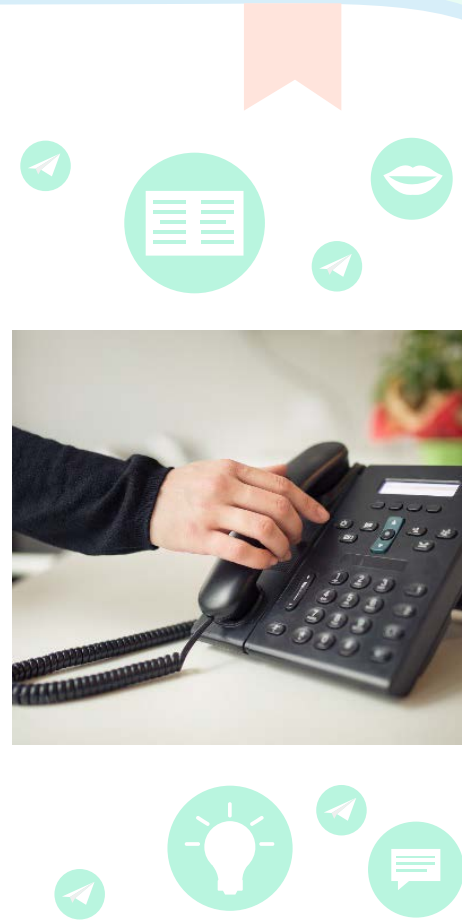
Sara is a **nurse**.





## A phone call before the meeting

Today is an important day for Steve. His work contract finishes in two weeks. He is going to the office to talk to his boss at three o'clock. He wants to stay at his job. He is getting ready for his meeting. Steve is not very nervous because he is a good employee. He always works overtime and does a good job. His boss likes him. Steve's phone rings. It's Tom.





## A phone call before the meeting

“Hi Steve! **When** is your meeting with your boss?” asks Tom.

“My meeting is at three o’clock,” answers Steve.

“Good luck! **What** are you doing after the meeting?” asks Tom.

“I don’t have any plans. **Do** you want to go for dinner at the pub?” says Steve.

“That is a good idea! I will meet you there at five o’clock!” answers Tom.





## Are these sentences true or false?

	TRUE	FALSE
1. Steve has a meeting with his boss tomorrow.	<input type="checkbox"/>	<input type="checkbox"/>
2. Steve likes his job and wants to keep it.	<input type="checkbox"/>	<input type="checkbox"/>
3. Steve is nervous because he thinks his boss doesn't like him.	<input type="checkbox"/>	<input type="checkbox"/>
4. Steve works more hours than he must.	<input type="checkbox"/>	<input type="checkbox"/>
5. Steve makes plans for dinner with his friend, Tom.	<input type="checkbox"/>	<input type="checkbox"/>



## Steve and Tom talk on the phone

o'clock

What

When

Do



Hi, Steve! \_\_\_\_\_ is your meeting with your boss?

My meeting is at three \_\_\_\_\_ .



Good luck! \_\_\_\_\_ are you doing after the meeting?

I don't have any plans. \_\_\_\_\_ you want to go for dinner at the pub?





## Fill in the blanks with the correct verb

1. Today \_\_\_\_\_ an important day for Steve.
2. He \_\_\_\_\_ to the office to talk to his boss.
3. He \_\_\_\_\_ ready for the meeting.
4. He always \_\_\_\_\_ extra hours and does a good job.



is getting

is

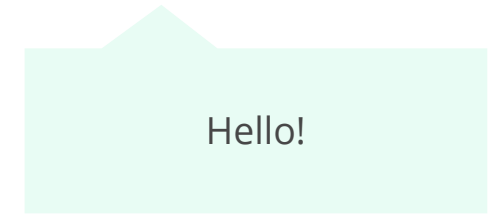
is going

works



## Getting to work

Steve hangs up the phone and looks at the time. His meeting is in thirty minutes. He is moving very quickly now. He has a headache, so he wants to stop at the **chemist's** on the way. He leaves his apartment. It's a rainy day today, so he takes out his umbrella. He walks to the **chemist's** to buy some medicine for his headache. He looks at the time again. He is late for the bus. He runs to the bus stop and gets on the bus. The **driver** smiles at him and says **hello**.



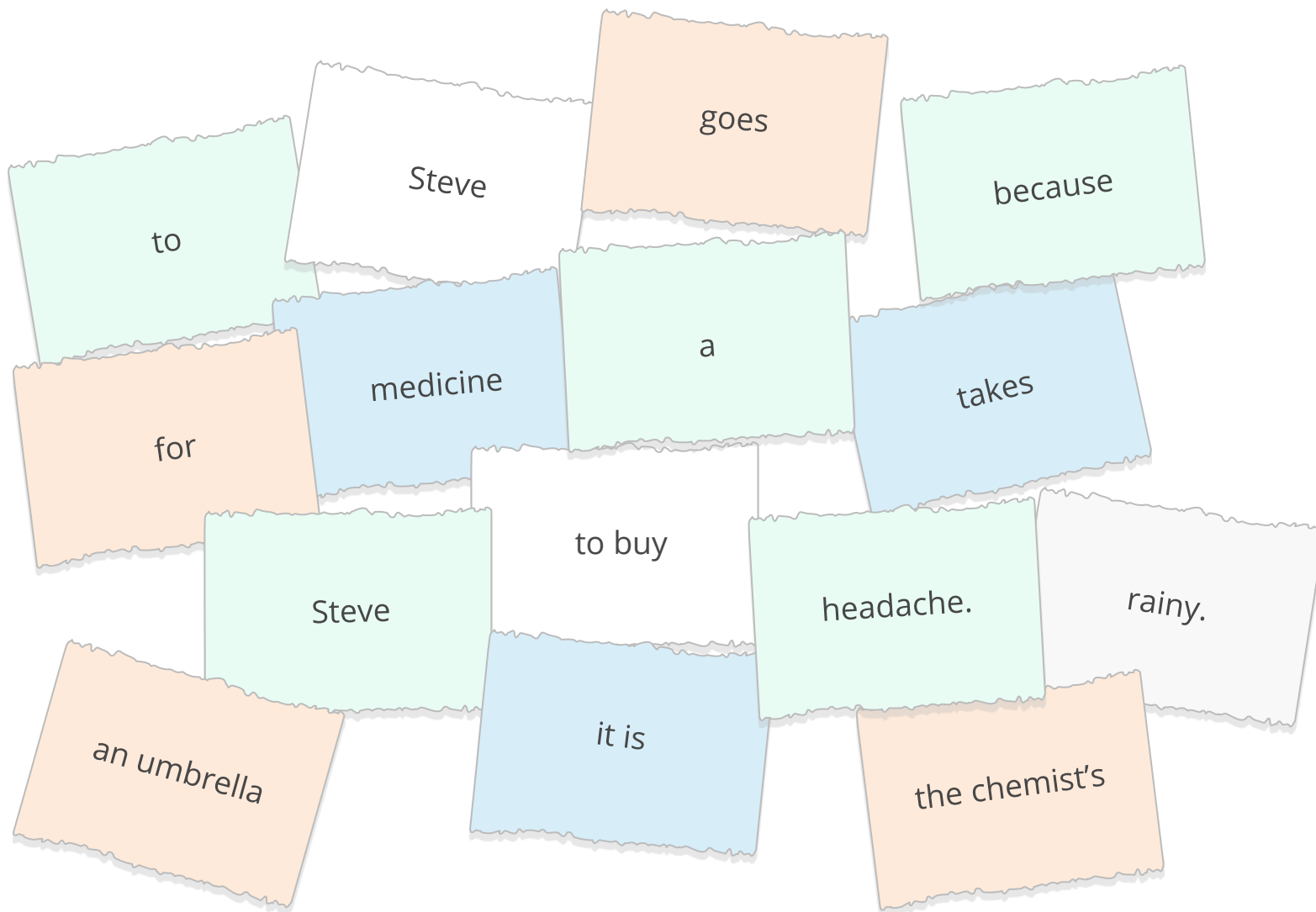


## Getting to work

Steve walks into his office and talks to the **receptionist**.  
“I have a meeting with Mr. Wong at three o’clock,” he tells her.  
“He will be ready in five minutes. **Are** you nervous?” she asks him.  
“I am a little nervous,” says Steve.  
“You are a very good **journalist**. Don’t worry!” she answers.



## Unscramble the words to make 2 sentences





## Match the pictures to the workers in the sentences

1. He walks to the chemist's to buy some medicine for his headache.

2. He runs to the bus stop and gets on the bus. The driver smiles at him and says hello.

3. Steve walks into his office and talks to the receptionist.

4. "You are a very good journalist. Don't worry!"



A



B



C



D



## What does Steve do?

1. Steve \_\_\_\_\_ up the phone and looks at the time.

**a. runs**

**b. hangs**

**c. walks**

**d. talks**

2. He \_\_\_\_\_ to the chemist's to buy some medicine for his headache.

**a. runs**

**b. hangs**

**c. walks**

**d. talks**

3. He is late for the bus. He \_\_\_\_\_ to the bus stop and gets on the bus.

**a. runs**

**b. hangs**

**c. walks**

**d. talks**

4. Steve walks into his office and \_\_\_\_\_ to the receptionist.

**a. runs**

**b. hangs**

**c. walks**

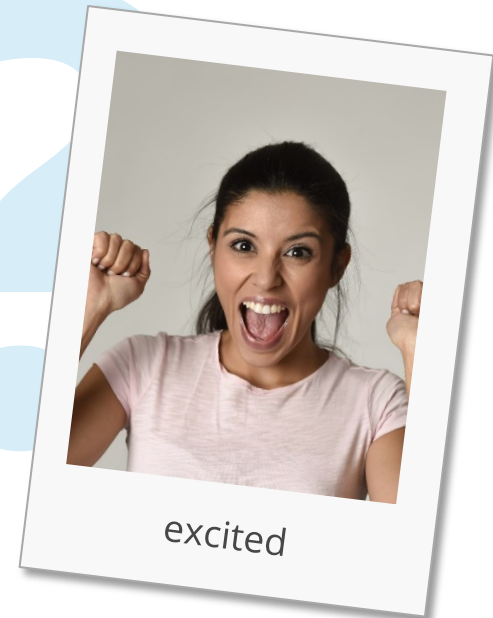
**d. talks**





Tell your teacher

**How does Steve  
feel before he  
meets his boss?  
How do you  
feel before you  
meet someone  
important?**





## Waiting for his boss

Steve sits down to wait for his boss. He is thinking about work. He is very happy to be a **journalist**. He wants to ask his boss for a higher salary. Steve's friends have good jobs too. Tom is a **photographer** and Sara is a **nurse**.

Steve is thinking about Saturday too. He is meeting Sara's friend Erin at the cinema on Saturday. He is more nervous about meeting Erin than talking to his boss today.

"Mr. Wong is ready to see you now, Steve. Good luck!" says the **receptionist**.



## What does Steve do first? Put his day in the correct order



a. He runs to get on the bus.



b. He walks into his office and talks to the receptionist.



c. He walks to the **chemist's** to buy some medicine.



d. He hangs up the phone and checks the time.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_



## Name these jobs

A



B



C



D





## Steve and his friends

Which of the jobs from the previous page do Steve and his friends do? Tell your teacher what you think about these jobs.

Steve

Tom

Sara

I think a  
journalist is a fun  
job because...



# Dictogloss

Your teacher is going to read to you.  
Write down what you hear them say.



abc





## Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

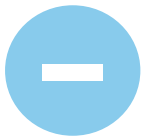
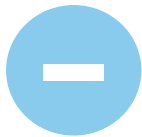
no




## Reflect on this lesson

Think about everything you have seen in this lesson.  
What were the most difficult activities or words? The easiest?

If you have time, go over  
the most difficult slides again







## Answer key

**Exercise p. 9:** 1. F 2. T 3. F 4. T 5. T

**Exercise p. 10:** When, o'clock, What, Do

**Exercise p. 11:** 1. is 2. is going 3. is getting 4. works

**Exercise p. 14:** Steve takes an umbrella because it is rainy. Steve goes to the chemist's to buy medicine for a headache.

**Exercise p. 15:** 1. C 2. A 3. B 4. D

**Exercise p. 16:** 1. b 2. c 3. a 4. d

**Exercise p. 19:** 1. D, 2. C, 3. A, 4. B

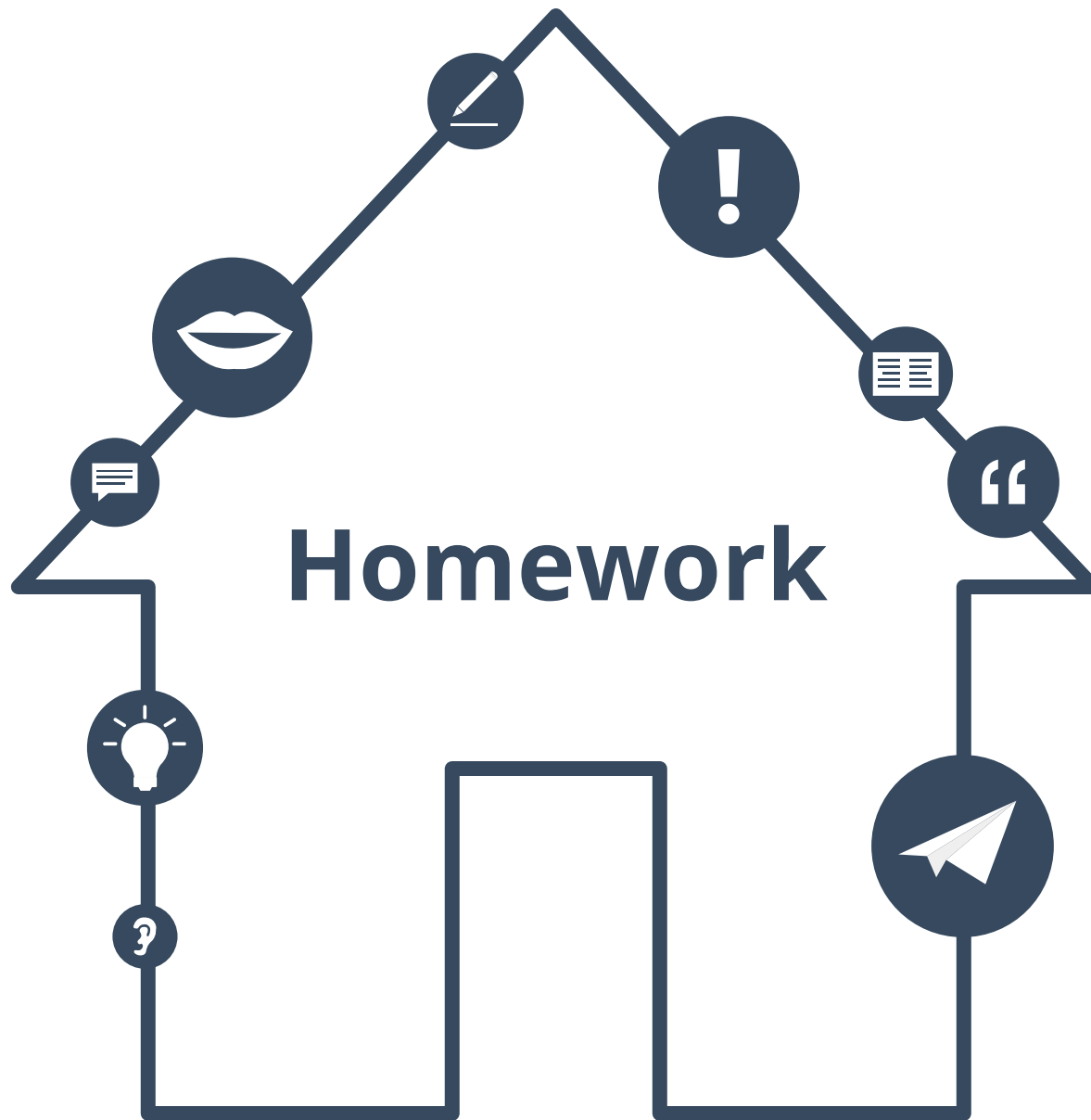
**Exercise p. 20:** A. photographer B. nurse C. journalist D. receptionist

**Exercise p. 21:** Steve is a journalist. Tom is a photographer. Sara is a nurse.



## Dictogloss

Steve hangs up the phone and looks at the time. His meeting is in thirty minutes. He is moving very quickly now. He has a headache, so he wants to stop at the chemists on the way. He leaves his apartment. It's a rainy day today, so he takes out his umbrella. He walks to the chemists to buy some medicine for his headache. He looks at the time again. He is late for the bus. He runs to the bus stop and gets on the bus. The driver smiles at him and says hello.





## Transform these sentences from the text using /

1. His work contract is finished in two weeks.



**My** work contract is finished in two weeks.

2. He is going to the office to talk to his boss.



\_\_\_\_\_

3. He wants to stay at his job.



\_\_\_\_\_

4. He is getting ready for his meeting.



\_\_\_\_\_

5. His boss likes him.



\_\_\_\_\_

6. Steve hangs up the phone and looks at the time.



\_\_\_\_\_

7. He has a headache, so he wants to stop at the chemist's.



\_\_\_\_\_

8. He runs to the bus stop and gets on the bus.



\_\_\_\_\_



## My favourite sentences

**Choose your five favourite sentences  
from the three pieces of text.**

A vertical rectangular area with a light gray background, designed for writing. It features a vertical line on the left side with ten circular punch holes, and ten horizontal lines for writing.



# My favourite character

**Who is your favourite character in the text?  
What does he or she do in this text?**

My favourite  
character is...

He is...

He does...

She is...

He is not...

She does...

A vertical sheet of white paper with a spiral binding on the left side and horizontal lines for writing.



## Homework answer key

**Exercise p. 28:**  
2. I am going to the office to talk to my boss. 3. I want to stay at my job. 4. I am getting ready for my meeting. 5. My boss likes me. 6. I hang up the phone and look at the time. 7. I have a headache, so I want to stop at the chemists. 8. I run to the bus stop and get on the bus.



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