

WORKING

DISCUSSION CARDS: GIVING ADVICE



INSTRUCTION SHEET

INSTRUCTIONS:

9 common workplace scenarios are on individual cards for the students to use as prompts for discussion. In small groups, a student pulls one card from the stack and reads it to the rest of the group. In turns, students offer advice or recount a similar situation they faced. Reference should be made to the laws of working in BC they have studied, as well as any cultural “norms” they have learned so far. The instructor will have to be readily available to suggest what the Canadian perspective is in certain situations.

REQUIRED STRUCTURES: giving advice “If I were you, I’d...” “I think you should...” “The law says your boss must...” etc.

REQUIRED VOCABULARY: *abusing, resources, personal, “lighten up”, comments, insulting, instructions, coworkers, social, colleagues, stored, safety standards, good impression, payslip*

GROUP SIZE: small groups

HANDOUTS: Working Discussion Cards, copied onto cardstock and cut into individual cards (one set per group)

OTHER MATERIALS REQUIRED: none

RELATED GRAMMAR: 2nd Conditional for giving advice (If I were you, I’d ...)

FOLLOW-UP ACTIVITIES: as a writing activity, students can choose a topic to answer in an advice column. Samples are available in several on-line career and employment websites.

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V F C R



WORK SHEET

<p>A co-worker is abusing our company's resources. He makes personal long distance calls on his office phone, he uses the company truck to help his friends move, and he takes office supplies from the store room for his kids' school work.</p>	<p>A co-worker sometimes tells jokes about people from other countries, including mine. I don't like this, but everyone tells me to "lighten up," and it's "just a joke." I want to get along with everyone, but these comments are insulting.</p>	<p>I help my boss do many different things. But when my boss tells me what to do, he speaks so quickly I can't understand all the instructions. I want to show him I am a good worker, but when I ask him to explain something again, he makes me feel as if I am making more work for him.</p>
<p>In my culture, it is very important to have a good relationship with your coworkers. Employees all go out for drinks after work, and the company has many social activities. My Canadian employer only has a Christmas party; how can I make friends with my new colleagues?</p>	<p>I am worried about my safety at work. We work with some dangerous chemicals and they're not always stored properly. Some containers have warning signs on them, but other containers have no labels at all. I know that there are safety standards in BC, but I don't know how to make sure my employer follows the laws.</p>	<p>Sometimes my employer needs people to work extra shifts in the evenings and on weekends. I am new at the company and want to make a good impression, but I have English classes in the evenings and have to take care of my children on Saturdays and Sundays.</p>
<p>I know it is the boss' birthday next week, but I don't know what I am supposed to do. Do employees give gifts to their bosses in Canada? Does the staff go out for lunch together? Should someone arrange a birthday cake?</p>	<p>Yesterday at lunch time, several coworkers were sitting together in the lunchroom. We were all talking about places to live in our area when I asked someone how much she paid for her house. People at the table looked at me strangely, but I don't know what I said wrong.</p>	<p>Last month I worked a few extra shifts because a coworker was sick. When I got my paycheque last week, I couldn't understand all the numbers and information. I know I worked extra hours, and I know my employer must pay me extra for overtime, but I don't understand the payslip I received.</p>