



WORKING

ROLE PLAY: TALKING TO THE BOSS

INSTRUCTION SHEET

INSTRUCTIONS:

An interchange for students to practise making requests and arrangements with a boss. The class is divided into small groups of 3-4 students, one of whom is the “boss”. The other students each get their “employee” card, describing their situation. Once everyone understands his/her position, the “employees” ask the “boss” for what they want. If the boss is disagreeable, the “employees” can point out what they have to offer.

REQUIRED STRUCTURES: making requests and arrangements, offering information and suggestions

REQUIRED VOCABULARY:

GROUP SIZE: small groups (3-4 students)

HANDOUTS: “Boss” and “Employee” situation cards. (Strongest student should be “the boss”)

OTHER MATERIALS REQUIRED: none

RELATED GRAMMAR: modals for polite requests,

FOLLOW-UP ACTIVITIES: Students can make up more “real life” scenarios to practise.



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WORK SHEET

THE BOSS

You manage a retail clothing store at the local mall, open the following hours:

**10-6 Mon., Tues., Wed.,
10-9 Thurs. and Friday,
10-5 Saturdays,
12-5 Sundays**

You have a small staff and you must arrange the schedule every month. You sometimes have to work extra shifts to cover for staff shortages, but training new people can take a long time and cost some money.

EMPLOYEE # 1

You are a high school student who works evenings and weekends.

You want nights off next week to prepare for final exams.

You can offer to work more hours during another busy time.

EMPLOYEE # 2

You are a single mom who has worked at this store for 2 years.

You want a raise.

You can run the cash register, open and close the store, design the displays, and handle difficult customers. You can explain to your boss how your hard work has helped sales.

EMPLOYEE # 3

You are a regular full-time employee.

You want to mention a friend is looking for a part-time job. She doesn't have any experience in retail, but you think she would do well at this company.

You can recommend your friend's abilities (hard-working, quick to learn) and offer to introduce her next time she's in the store.