

Module 1 — New Job, New People

Everything worth remembering from this module — read it once, then take the Final Quiz.

Grammar in a nutshell

Present perfect (ever, just, already, yet)

Use the present perfect for past actions connected to now: experiences and recent news.

Form: *have/has + past participle. I/you/we/they have, he/she/it has. → I have finished. / She has gone.*

ever / never / just / already / yet: *ever (questions), never (= not in my life), just (a moment ago), already (sooner than expected), yet (negatives/questions = up to now).*

Past participle: *Regular: + -ed (finished). Irregular: go → gone, see → seen, write → written, do → done, take → taken.*

Relative clauses (who/which/that)

who = people. which = things. that = people or things.

who / which: *Use who for people and which for things. → The man who called ... / The report which I sent ...*

that: *that can replace who or which in defining clauses. → The file that I need / The man that I called*

Joining two ideas: *Relative clauses combine two sentences: The woman works here. She is new. → The woman who works here is new.*

Watch out

~~✗ "I am new."~~

✓ "I'm Luca. I've just joined the sales team."

your name and your team in one line

~~✗ "My company makes furniture. It is a company."~~

✓ "I work for a company that makes office furniture."

describe your company in one natural sentence

~~✗ "How this works?"~~

✓ "Can you show me how to use the printer?"

people love to help — let them

Use the past participle, not the past simple: I have seen (not I have saw).

yet goes at the end; already/just go before the participle.

Don't repeat the subject: The man who he called.

Use which/that for things, not who.

Vocabulary of the module

WORD	MEANING	EXAMPLE
to show around	to take someone on a first tour of a place	<i>"On my first day, Marta showed me around the office."</i>
a coworker	a person who works with you	<i>"My coworkers are friendly and always ready to help."</i>
the front desk	the desk at the entrance where visitors arrive	<i>"Please leave your key at the front desk."</i>
to settle in	to start to feel comfortable in a new place	<i>"It took me two weeks to settle in."</i>
to fill in	to write information on a form	<i>"Can you fill in this form, please?"</i>
to greet	to say hello to someone in a friendly way	<i>"She greets everyone with a big smile."</i>
to get used to	to become comfortable with something new	<i>"I am getting used to the new computer system."</i>
to take a break	to stop working for a short time	<i>"Let's take a break at eleven o'clock."</i>

More words from the Reading

WORD	MEANING
to show someone around	to take someone on a first tour of a place
to write things down	to put information on paper so you don't forget it
to get lost	to not know where you are

Useful Language — 12 phrases to keep

Saying hello and introducing yourself

- ▶ "Nice to meet you, Mr Bell. I'm Sara." — the safe first phrase — it always works
- ▶ "I'm Luca. I've just joined the sales team." — your name and your team in one line
- ▶ "I work in customer service." — say your area, keep it short

Talking about your job and company

- ▶ "I work for a company that makes office furniture." — describe your company in one natural sentence
- ▶ "I'm the person who looks after the orders." — explain your role with who
- ▶ "It's a job which changes every day." — add one detail about your work

Asking about experience

- ▶ "Have you ever worked with this program?" — ask about experience — no date needed
- ▶ "I've just started, so everything is new." — just = very recently
- ▶ "I've already met the team, but I haven't met the boss yet." — already = done; yet = not done yet

Asking for help on day one

- ▶ "Sorry, where is the meeting room?" — starting with sorry sounds polite, not weak
- ▶ "Can you show me how to use the printer?" — people love to help — let them
- ▶ "Who should I ask about my badge?" — find the right person fast

Ready for the Final Quiz?

Tick what you can do. All of them? You are ready — you need 70%% to pass.

- ☐ I can introduce yourself clearly — your name, your job, your company
- ☐ I can describe your work with who / which / that ("I'm the person who looks after the orders")
- ☐ I can talk about experience with the present perfect ("Have you ever...?", "I've just started")
- ☐ I can ask for help politely on your first days
- ☐ I can start a short, friendly conversation with a new coworker