

The First Week on the Job

Andy Boon



The First Week on the Job

by Andy Boon

Book 2

Pocket Reader Series

SAMPLE

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CREATIVE EDUCATION

Pocket Readers Overview

The 10-book business reader series tells the story of your first year working in the product marketing department of *ABC Convenience Stores*. The series looks at skills and strategies for being successful in interviews, the first week on the job, giving presentations, taking part in meetings, writing emails, entertaining business clients, going overseas on business, dealing with office conflict, launching new products, and mentoring new staff.

The First Week on the Job

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The First Week on the Job

1. The Beginning

The story begins with you. You are about to start work in the product marketing department of ABC Convenience Stores. Your job begins on April 1st. You have a week to relax before you start. You are very excited, but a little nervous. You go shopping for the things you need. You meet your friends in coffee shops and talk. You also spend time at home searching online. You read about your job. Then, the night comes and you go to bed and sleep. Every night is a little bit closer to the start of your new job. So,

every night you dream about it. You dream about the first week on the job. However, each dream is more like a **nightmare**. In these nightmares, you make a lot of mistakes. You wake up every morning, open your eyes, and feel bad. Then, you think, “**Phew!** It was just a dream!” However, you begin to feel more and more nervous about April 1st.

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2. Unsuccessful: Nightmares about the First Week

2.1 Monday Nightmare: Being Late for Work

It is the morning of your first day in the new job. You wake up early and get ready. “I have lots and lots of time!” you think to yourself. You walk to the station. It takes about thirty minutes, but the sun is shining. It is a beautiful day. Then, you get to the station. There are many people waiting at the ticket gates. The station staff are running around. Everybody looks stressed. “Oh no!” you think.

You ask somebody, “What’s happening?”

“Oh, there’s been an **accident**. The trains are not running,” the person answers.

“How long will it be?” you ask.

“They said about an hour or so,” the person replies. “Sorry, I have to call my office and let them know. Good luck.”

The person walks away. “Great idea!” you think. “I’ll make a call to my office, too.” You look for your smartphone in your pocket. It is not there. You look for your smartphone in

your bag. It is not there, either. “Oh no!” you think. “I’ve forgotten my phone! It’s in my apartment. It has all my numbers in it.”

You think about using a public telephone to call. “But, I don’t know the number,” you think to yourself. You think about going back home for your smartphone. “It’s too far though,” you think to yourself. Then, you decide. “I’ll take a bus to a different train line!”

The bus is very slow. There is lots of traffic. You look at your watch and begin to worry. It is taking too long. You are going to be very late on your first day. You finally get to

the other train station. You start to run. You run up the stairs and onto the platform. There is a train. You get on it. But, it is a slow local train.

Finally, you arrive at the head office of *ABC Convenience stores*. You are 45 minutes late. Everybody is sitting at their desks and working. They look up and stare at you. Your **supervisor**, Ms. Tanaka asks, “Where’ve you been? Why are you so late?” She looks very angry. You explain about your morning. She asks, “Why didn’t you call me and let me know?”

“I... I...,” you start to reply.

...Suddenly, you wake up. You are safely in your bed. You feel bad. “Phew! It was just a dream!” you think.

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2.2 Tuesday Nightmare: Forgetting Names

It is the second day of your first week in the new job. Yesterday, your supervisor, Ms. Tanaka introduced you to the director and all the members of the product marketing team. Today, you walk in and sit at your desk. You say, “Good morning” to everyone. They smile and reply with a happy, “Good morning.” You look around at everyone’s faces. Then, you realize you cannot remember anyone’s name! You feel shocked.

Suddenly, the telephone rings. You answer it. “Good morning, *ABC Convenience Stores*, product

4. Language Focus and Tasks

4.1 Vocabulary #1

Read the following sentences. What do you think the words in **bold** mean?

1. However, each dream is more like a **nightmare**. In these nightmares, you make lots of mistakes.

2. **Phew!** You wake up and realize it was just a dream.

4.2 Vocabulary #2

Read the definitions to the words in Task 4.1. Did you guess the meanings of the words correctly?

Nightmare:	(Noun) A scary or bad dream.
Phew:	(Exclamation) A sound you make when something bad does not happen. A sound you make to show relief.
Accident:	(Noun) Something bad that happens. People can be hurt or killed.
Supervisor:	(Noun) A person at work who is in charge of others.
Paperwork:	(Noun) A part of a job that involves reading reports, writing reports, reading letters, writing letters, and so on.

4.3 Reflection Questions

1. What did the new employee dream about doing wrong in the first week in the new job? What nightmares did the new employee have?

2. How did the new employee have a successful first week in the new job at *ABC Convenience Stores*?

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著者： アンディ・ブーン

発行者： ハリディ・ダーレン

発行所： HALICO株式会社

〒103-0027 東京都中央区日本橋3-4-15

八重洲通ビル5階

電話： 03-6870-3512

ホームページ： <https://www.halico.jp>

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