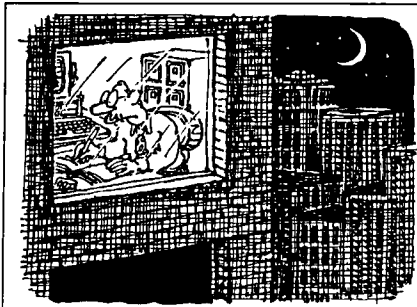


28a

Good advice

Problems



1

I've got too much work to do – I never get home before ten at night.

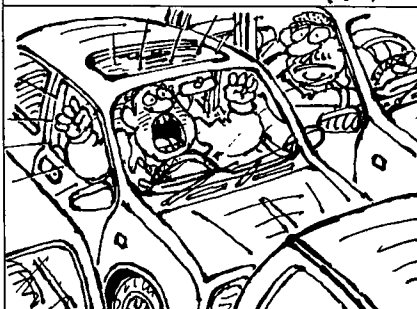
**ADVICE**  
You should do it as quickly as possible – but don't think it's going to be easy.



2

I'm in a new job, and tomorrow I have to negotiate with a customer from another company.

**ADVICE**  
You shouldn't be surprised if people change when a situation changes.



3

I like my job and the money is good, but it takes me almost two hours to get to work.

**ADVICE**  
You should see the Personnel Officer.



4

I got a promotion last month. My friends at the office now only speak to me about work.

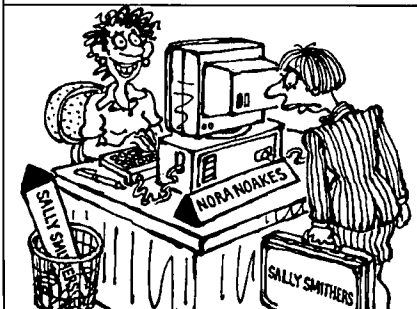
**ADVICE**  
You're doing too much. You should learn to delegate.



5

I have to fire somebody because his work isn't good enough.

**ADVICE**  
You should find out everything you can about the customer/company before you go.



6

I went on holiday and when I returned someone was sitting at my desk.

**ADVICE**  
You should move house or get a new job.

# Good advice

## Worksheet 28a

Note: This worksheet is not linked to the activity on Worksheet 28b

### ACTIVITY

Whole class, groupwork: reading, speaking

### AIM

To match a set of problems with appropriate pieces of advice.

### GRAMMAR AND FUNCTIONS

Should(n't) + verb

Giving advice

### VOCABULARY

job interview, negotiate, customer, boss, secretary, president  
 (of the company), commute, promotion, delegate,  
 to fire somebody

### PREPARATION

Make one copy of the *Problems* worksheet for each student and cut up the *Advice* cards as indicated.

### TIME

15 to 25 minutes

### PROCEDURE



- 1 Draw an 'un-smiley' face on the board:
- 2 Ask *Is this person happy?*
- 3 Above the face write the following in a speech bubble:  
*I have to work very hard and I'm tired all the time.*
- 4 Let the students read it and then write:  
*You should/shouldn't ...* beneath it.
- 5 Elicit pieces of advice: *You should get a new job. You should take vitamins. You shouldn't take life so seriously...* and drill them.
- 6 Divide the students into pairs.
- 7 Give out the *Problems* section of the worksheet.
- 8 Read some of the problems aloud and elicit advice for each problem.
- 9 Let the students in their pairs, read the problems and suggest the advice they could give. Then put the students in small groups.
- 10 Give each group one set of *Advice* cards.
- 11 Explain that they should match up the problems with the appropriate *Advice* card.
- 12 When most groups have finished, reconvene the class to check and discuss their answers.

### FOLLOW-UP

In pairs, students write descriptions of problems. They then swap them with other pairs who write the advice they suggest for each problem.

### ANSWERS

- 1 You're doing too much. You should learn to delegate.
- 2 You should find out everything you can about the customer/company before you go.
- 3 You should move house or get a new job.
- 4 You shouldn't be surprised if people change when a situation changes.
- 5 You should do it as quickly as possible – but don't think it's going to be easy.
- 6 You should see the Personnel Officer.