



NEW BUSINESS ENGLISH 4

Unit 1 Lesson 4
Workplace Rules (1)
Dos and Don'ts



Review

Describe the responsibilities and tasks of your last job.

Requirements:

- *At least 3 complete sentences describing your job responsibilities.*



LEARNING GOALS

- ◆ Expressing Dos and Don'ts



Situational Dialogue



- ▶ Jasmine, the HR assistant, tells Kenzo the office rules.

Jasmine Scott



Kenzo Hara





Kenzo, I'm going to explain
our office rules to you.

I'm all ears, Jasmine.



There are some essential rules you must follow. For example, you mustn't eat at your desk. You can go to our office pantry instead.

Well noted.





And you must get to work on time. You should also follow the proper dress code.

They are almost clear but I'm not sure about the proper dress code.

Don't worry. I'll explain it to you after a quick break.



Key Vocabulary

Learn the new words and answer the questions.



essential

(adj.) basic and fundamental

e.g. We need to hire more people with **essential** skills.



office pantry

(n.) a room that is set for employees to use during a break

e.g. Our company provides an **office pantry** for its employees.



dress code

(n.) a set of rules defining acceptable clothing and appearance

e.g. All employees should follow the company's **dress code**.

Dialogue Review

Have a role play and answer the questions.



Jasmine Scott, the HR assistant, tells Kenzo the office rules.

Jasmine : Kenzo, I'm going to explain our office rules to you.

Kenzo : I'm all ears, Jasmine.

Jasmine : There are some **essential** rules you must follow. For example, you mustn't eat at your desk. You can go to our **office pantry** instead.

Kenzo : Well noted.

Jasmine : And you must get to work on time. You should also follow the proper **dress code**.

Kenzo : They are almost clear but I'm not sure about the proper dress code.

Jasmine : Don't worry. I'll explain it to you after a quick break.

Let's check the learning goals!



Jasmine Scott, the HR assistant, tells Kenzo the office rules.

Jasmine : Kenzo, I'm going to explain our office rules to you.

Kenzo : I'm all ears, Jasmine.

Jasmine : There are some essential rules you must follow. For example,
you mustn't eat at your desk. You can go to our office pantry instead.

Kenzo : Well noted.



Expressing dos and don'ts

Jasmine : ***And you must get to work on time.*** You should also follow the proper dress code.

Kenzo : They are almost clear but I'm not sure about the proper dress code.

Jasmine : Don't worry. I'll explain it to you after a quick break.

Learn the key expressions and sentence structures.

∴ Expressing Dos and Don'ts

- **You must/ mustn't + (verb)**
- **You should/ shouldn't + (verb)**

Example sentences:

- You must wear formal attire at the party.
- You should prepare for the presentation.
- You shouldn't be late on the day of the presentation.

You can also use:

- **ought to + verb**

e.g. We ought to follow the office rules.

- **need to + verb**

e.g. You need to get there before 10 p.m.

Can you say some dos and don'ts in your company?

Semi-open Dialogue

Please read the situation below and have a role play with your teacher.

Scenario: You are meeting a new employee.

Tell her some **Dos** and **Don'ts** in your company.



∴ You can refer to the following key expressions:

- You must/ mustn't+ verb
- You should/ shouldn't+ verb

Learn about the common dress codes for work.

⚙️ Most Common Dress Codes for Work



Business formal

- for strict office environments
- for business meetings



Business casual

- for interviews
- for client meetings



Uniforms

- for factory workers
- for restaurant workers



1. How do employees dress in your company?
2. How strict is the dress code in your company?

Overview

Keywords and expressions:

essential/ office pantry/ dress code

You must/ mustn't+ (verb)

You should/ shouldn't + (verb)

