

DIALOGUES - ACTIVE LISTENING AT WORK

Dialog 1:

Boss: Good afternoon, Sonia. I'd like to talk to you about some changes we are making to your job role.

Sonia: Ok. (*Sonia is looking at the time on her phone*)

Boss: First, you will be getting a new shift. You will now work 8am - 5pm.

Sonia: (*sending a text*) Ok. Is that all?

Boss: You will also get a new uniform.

5.2 (INTERMEDIATE)

Sonia: Ok. I'll see you tomorrow.

Dialog 2:

Sarah: Good morning, Lily. This is Carlos, our new employee. Can you help him today?

Lily: (*watching the nearby TV*) Ok, what do you need me to do?

Sarah: Please show Carlos around and answer his questions.

Lily: (*looking for the TV remote*) Who is Carlos?

Sarah: Carlos is our new employee.

Lily: Oh, ok. What does he need?

5.2 (INTERMEDIATE)

Dialog 3:

Marco: Hi, Juan. Did you look at the schedule for next week?

Juan: (*reading a magazine*) Yes.

Marco: Good. Is it ok with you?

Juan: (*reading a magazine*) Is what ok?

Marco: The schedule for next week. You are now scheduled to work on Friday and Saturday.

Juan: (*reading a magazine*) Sure, I can work on Friday.

5.2 (INTERMEDIATE)

Dialog 4:

Sally: Hi, Jeff. Are you busy? I have a question.

Jeff: *(looking at his phone)* I'm a little busy. What do you need?

Sally: I need to complete my time sheet, but I'm having trouble with the computer.

Jeff: Why do you need to use the computer?

Sally: I need to complete my time sheet. It's due today.

Jeff: Oh, ok. I think our boss can help you with that.