

Cleaning



Entry 1 Reading

Module: Learning about your job

Module Aims

Main aim

We are learning about induction training

Other learning aims

We are: learning to read texts about induction for meaning; learning verbs for giving instructions; learning verbs we use at work.:

Module: Learning about your job

Aim: We are going to learn about induction training. You will find out the meanings of some of the words used in the text module.



Task 1: Induction

Read the text about induction. Find these words in the text. Draw a line under them. The first one is an example.

in charge	names	keep safe	training
rules		start	clothes

Induction

Induction is **training** for people starting a new job.



One of the people in charge gives a talk.

The talk tells you about the work you do.



You learn the names of people who tell you what to do.



You find out where to sign your name when you start work.



You learn to work safely. You learn the health and safety rules.



You find out about the clothes you wear to keep safe.



What do the words in the text mean?

induction training for new workers

in charge leading the work

safely not in danger



Task 2

Find these words in the text. Draw a line under them.

first aid	emergency	things	fire	person
-----------	-----------	--------	------	--------

Induction

You need to know where things are.



You learn where to go if you need first aid.



You find out what to do if there is an emergency. A fire is an emergency.



You must tell the person in charge if you do not understand something.



Ask the person to say it again or say it in another way.



What do the words in the text mean?

first aid for people who are hurt or ill

emergency something that people do not expect to happen a fire or accident is an emergency

Word check

We call the letters **a, e, i, o, u** vowels. Other letters are called consonants.

When a word starts with a vowel we use **an**. For other words we use **a**.

A site, **a** hat, **an** induction talk, **an** emergency.



Now read the whole text again:

Induction

Induction is training for people starting a new job. One of the people in charge gives a talk.

The talk tells you about the work you do.

You learn the names of people who tell you what to do.

You find out where to sign your name when you start work.

You learn to work safely. You learn the Health and Safety rules.

You find out about clothes you wear to keep safe.

Word check

You see the words *Health* and *Safety* at work. You see these words together because they have a special meaning. They are a short form for **the Health and Safety at Work Act**. This is a law to keep you safe at work.

Ask if you do not understand. You can say:

Sorry I don't understand.

Please say that again.

I don't know what you mean. Can you explain?

Excuse me, can you say that again. I don't understand.



Task 3

These sentences have a gap. Use the words to fill the gap.

Here is an example:

I go to the canteen to eat my lunch.

office	reception	store room	canteen
--------	-----------	------------	---------

Now you try.

Report to the person _____ of the team.



at home	in charge	on leave	at work
---------	-----------	----------	---------

The _____ talk for new people is in the training room.



work	induction	training room	office
------	-----------	---------------	--------

The alarm rings when there is an _____ .



emergency	election	emission	erosion
-----------	----------	----------	---------

Go to _____ if you cut yourself.



eye wash	the assembly point	first aid kit	the kitchen
----------	--------------------	---------------	-------------

Work _____ and take care all the time.

(image missing)

swiftly	slowly	softly	safely
---------	--------	--------	--------



Task 4

Read this text about Abdi. It has some gaps. Write a word in the gap to complete the sentences. The first one is an example.

Abdi's first day at work

aid	names	charge	understand	clothes
induction	<u>new job</u>	rules	fire	emergency

This is Abdi. He is a cleaner. He is starting a new job.



This is Sara. She is a supervisor.

She is the person in _____.



She tells Abdi about his new job. She tells him what he has to do.

This is called an _____ talk.



She tells him to work safely. She tells him the _____ to wear to keep safe.

She tells him how to leave the building safely if there is a _____.

He must follow the health and safety _____. If he hurts himself he must go to first _____.

She tells him the _____ of other people in the team.

She tells him to tell her if he does not _____. She is happy to tell him again.

What do the words in the text mean?

team a group of people working together

rules things you must do



Names of clothes for work



Abdi wears overalls.

He uses a mop and a bucket.



Sara wears a tabard and gloves.



Look at these words. We call them nouns. Nouns are names of things.

job

supervisor

bucket

overalls

mop

gloves

Task 5

Use the words to complete the sentences. The first one is an example.

Today is Abdi's first day in a new job.

Sara is his _____.

Sara tells Abdi to wear _____ and work safely.

Sara wears _____ on her hands.

Sara gives Abdi a _____ and a _____.

Word check

Words like **his** and **her** tell you something belongs to someone.

Abdi washes **his** hands.

Sara washes **her** hands.

She wears **her** gloves.



Task 6: verbs

Words like **is, do, start, tells, wear, works, keep, hurt** are verbs. They are doing or action words.

Underline the right verb. The first one is an example.

Abdi _____ a cleaner. wears
is
do
hurt

Sara _____ Abdi to wear gloves. tells
is
do
keep

Sara _____ safely. hurt
keep
works
tells

Abdi _____ overalls. wears
is
do
hurt

Abdi fell and _____ himself. wears
is
do
hurt



Task 7

Read the text first. Then read the sentences below. Decide if the sentences are right or wrong. The first one is an example.

Induction

Induction is training for people starting a new job. One of the people in charge gives a talk. The talk tells you about the work you do. You learn the names of people who tell you what to do. You find out where to sign your name when you start work.

You learn to work safely. You learn the health and safety rules.

You find out about clothes you wear to keep safe. You learn where to go if you need first aid. You find out what to do if there is an emergency like a fire. You must tell the person in charge if something is not clear. Ask the person to say it again or say it in another way.

	yes	no
You must not ask the person to say things again if they are not clear.		✓
The talk tells you about places you can visit on your days off.		
You find out the safety rules.		
You find out the names of people who tell you what to do.		
You can wear what you like at work.		

How did you get on?

Module 1: Learning about your job answers

Task 1: answers

in charge names keep safe training rules start clothes

Induction is **training** for people starting a new job. One of the people **in charge** gives a talk.



The talk tells you about the **work** you do.



You learn the **names** of people who tell you what to do.



You find out where to sign your name when you **start** work.



You learn to work safely. You learn the Health and Safety **rules**.



You find out about the **clothes** you wear to **keep safe**.



Task 2: answers

You need to know where **things** are.



You learn where to go if you need **first aid**.



You find out what to do if there is an **emergency**. A **fire** is an **emergency**.



You must tell the **person** in charge if you do not understand something.



Ask the **person** to say it again or say it in another way.



Task 3: answers

Report to the person **in charge** of the team.



at home	in charge	on leave	at work
---------	-----------	----------	---------

The **induction** talk for new people is in the training room.



work	induction	training room	office
------	-----------	---------------	--------

The alarm rings when there is an **emergency**.



emergency	election	emission	erosion
-----------	----------	----------	---------

Go to **first aid kit** if you cut yourself.



eye wash	the assembly point	first aid kit	the kitchen
----------	--------------------	---------------	-------------

Work **safely** and take care all the time.



swiftly	slowly	softly	safely
---------	--------	--------	--------

Task 4: answers

Abdi's first day at work

aid	names	charge	understand	clothes
induction	new job	rules	fire	emergency

This is Abdi. He is a cleaner. He is starting a **new job**.



This is Sara. She is a supervisor.

She is the person in **charge**.



She tells Abdi about his new job. She tells him what he has to do.

This is called an **induction** talk.

She tells him to work safely. She tells him the **clothes** to wear to keep safe.

She tells him how to leave the building safely if there is a **fire**.

He must follow the health and safety **rules**. If he hurts himself he must go to first **aid**.

She tells him the **names** of other people in the team.

She tells him to tell her if he does not **understand**. She is happy to tell him again.

Task 5: answers

Today is Abdi's first day in a new job.

Sara is his supervisor.

Sara tells Abdi to wear overalls and work safely.

Sara wears gloves on her hands.

Sara gives Abdi a mop and a bucket.

Task 6: answers

Abdi is a cleaner.

wears

is

do

hurt

Sara tells Abdi to wear gloves.

tells

is

do

keep

Sara works safely.

hurt

keep

works

tells

Abdi wears overalls.

wears

is

do

hurt

Abdi fell and hurt himself.

wears

is

do

hurt

Task 7: answers

	yes	no
You must not ask the person to say things again if they are not clear.		✓
The talk tells you about places you can visit on your days off.		✓
You find out the safety rules.	✓	
You find out the names of people who tell you what to do.	✓	
You can wear what you like at work.		✓