

# 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.









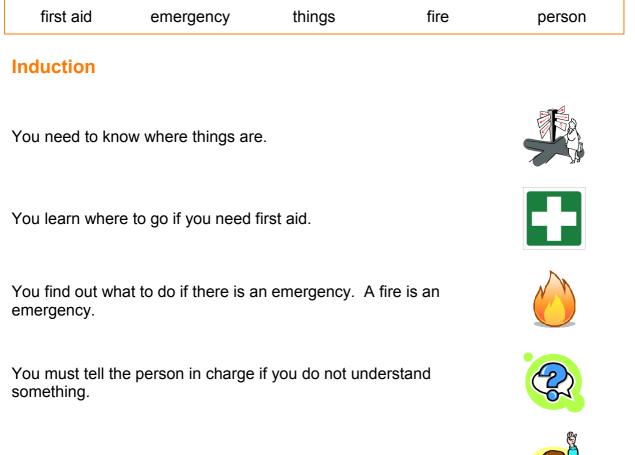




What do the words in the text mean?				
	induction	training for new workers		
	in charge	leading the work		
	safely	not in danger		

## Task 2

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



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	office reception store room		canteen
Now you try.			
Report to the person		of the team.	2
at home	in charge	on leave	at work
The			
work	induction	training room	office
The alarm rings whe			
emergency	election	emission	erosion
Go to			
eye wash	the assembly point	first aid kit	the kitchen
Work an	(image missing)		
swiftly	slowly	softly	safely



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.

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

This is Abdi. He is a cleaner. He is starting a **<u>new job</u>**.

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.

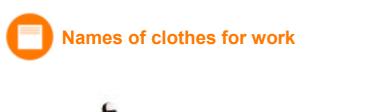
#### What do the words in the text mean?

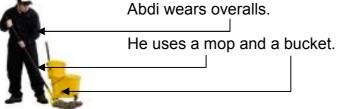
team a group of people working together

rules things you must do













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

job	supervisor	bucket	overalls	mop	gloves
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#### 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.



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



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
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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 **<u>names</u>** 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 **<u>clothes</u>** you wear to <u>**keep safe**</u>.













#### Task 2: answers

You need to know where **<u>things</u>** are.

You learn where to go if you need first aid.

You find out what to do if there is an **<u>emergency</u>**. A <u>fire</u> is an <u>**emergency**</u>.

You must tell the **<u>person</u>** in charge if you do not understand something.

Ask the **<u>person</u>** to say it again or say it in another way.











#### Task 3: answers

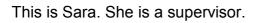
Report to the person	2					
at home	in charge	on leave	at work			
The <b>induction</b> talk for new people is in the training room.						
work	induction	training room	office			
The alarm rings whe						
emergency	election	emission	erosion			
Go to first aid kit if you cut yourself.						
eye wash	the assembly point	first aid kit	the kitchen			
Work <b>safely</b> 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.



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 **<u>clothes</u>** 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 **<u>aid</u>**.

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  $\underline{mop}$  and a  $\underline{bucket.}$ 

#### Task 6: answers

Abdi <u>is</u> a cleaner.	wears
	is
	do
	hurt
Sara <u>tells</u> Abdi to wear gloves.	<u>tells</u>
	is
	do
	keep
Sara <u>works</u> safely.	hurt
	keep
	<u>works</u>
	<u>works</u> tells
Abdi <u>wears</u> overalls.	
Abdi <u>wears</u> overalls.	tells
Abdi <u>wears</u> overalls.	tells <u>wears</u>
Abdi <u>wears</u> overalls.	tells <u>wears</u> is
	tells <u>wears</u> is do hurt
Abdi <u>wears</u> overalls. Abdi fell and <u>hurt</u> himself.	tells wears is do hurt wears
	tells wears do hurt wears is
	tells wears is do hurt wears

### 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.		$\checkmark$
You find out the safety rules.	$\checkmark$	
You find out the names of people who tell you what to do.	$\checkmark$	
You can wear what you like at work.		$\checkmark$