

PHOTOCOPIABLE

ESL
EXTRAS

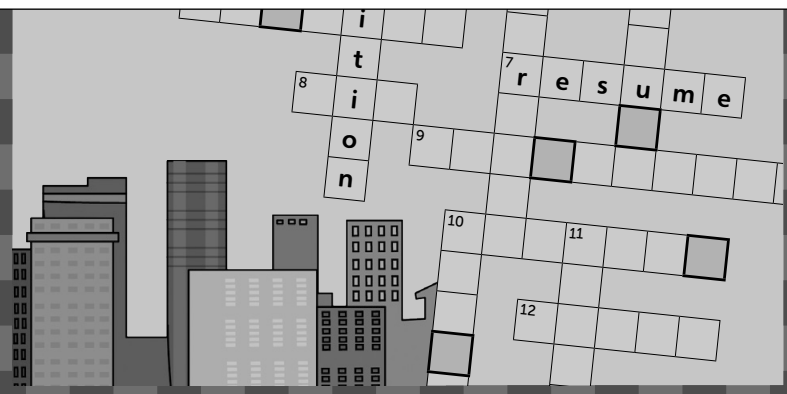


WORKWISE ENGLISH PUZZLES



2 a 3 p p l i c a n t 1

SAMPLE PAGES



CLARE HARRIS

CHECK THE AD!

Do you know the language of job advertisements?

Match the job with the job description, using the 'answer letters'. Then read down (↓) the answer letters to find a new word.

1. Hairdresser ☐
2. Childcare Worker ☐
3. Gardener ☐
4. Cook ☐
5. Waitperson ☐
6. Software Developer ☐
7. Truck Driver ☐
8. Youth Worker ☐
9. Concrete Worker ☐
10. Dental Assistant ☐

Working with 'at-risk' young people. **u**

Must have HC licence. **o**

Certificate II or III in horticulture preferred, plus pest spray licence. **c**

Applicants will work in both surgery and reception. Excellent patient care a must. **d**

Plan and prepare nutritious meals and snacks. **k**

Superior cutting and colour skills. **b**

Are you a recent IT graduate? **r**

You will have previous experience working on construction sites. **n**

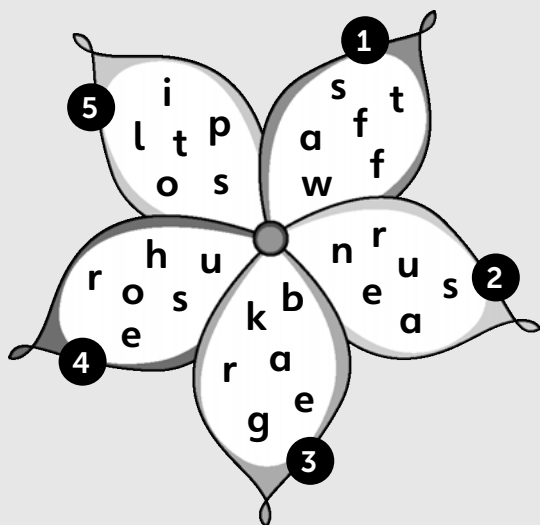
Correctly take and deliver orders to tables. **g**

Dedication to working in the early learning environment. **a**

THE NEW WORD IS: _____ **(WHAT'S YOURS?)**

MIXED UP WORDS #1

Find the 5-letter word in each petal of the flower. There will be one extra letter. Use the extra letters to find a new word.



1. Workers in a business: _____

2. Works in a hospital: _____

3. Makes and sells bread: _____

4. Working times: _____

5. Flies planes: _____

THE NEW WORD IS:

Look at job ads and find 3 new words or phrases.

WHEN? WHENEVER!

Use the time words to complete the crossword.
Then use the letters in the grey boxes, reading
across (→), to find a new word.

after ago at before for in on
since until when whenever while

When should I do it? Time
words are important.



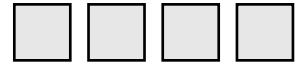
ACROSS

3. We're closed _____ Mondays.
4. Go to the counter _____ you hear the bell.
5. I've been manager here _____ 2002.
7. Can you excuse me _____ I take this call?
8. Stir the soup and leave it _____ 5 minutes.
10. I'm going shopping _____ work today.

DOWN

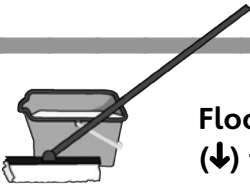
1. Stay here _____ I come back.
2. Staff take their holidays _____ January.
4. You can't just take a break _____ you want!
6. Turn off the machine _____ you start to clean it.
9. We open up _____ 8 a.m.
10. I turned the machine on a few minutes _____.

THE NEW WORD IS:

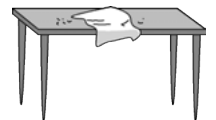


(A GOOD TIME TO DO SOMETHING!)

BEFORE OR AFTER?



Floor first or bench first? Tick the correct box, then read down
(↓) the letters next to the ticked boxes, to find a new word.



YOUR SUPERVISOR SAYS...	FLOOR FIRST	BENCH FIRST
After you clean the floor, clean the bench.	<input type="checkbox"/> h	<input type="checkbox"/> b
Clean the floor before you clean the bench.	<input type="checkbox"/> a	<input type="checkbox"/> e
Clean the bench, then clean the floor.	<input type="checkbox"/> t	<input type="checkbox"/> n
Don't clean the floor until you've cleaned the bench.	<input type="checkbox"/> h	<input type="checkbox"/> d
Once you've cleaned the bench, you can clean the floor.	<input type="checkbox"/> a	<input type="checkbox"/> o
Clean the bench after you've finished the floor.	<input type="checkbox"/> v	<input type="checkbox"/> r
Before you clean the floor, clean up the bench.	<input type="checkbox"/> t	<input type="checkbox"/> e
When you've cleaned the floor, clean the bench.	<input type="checkbox"/> r	<input type="checkbox"/> d

THE NEW WORD IS:



(AN IMPORTANT TIME FOR SHIFT WORKERS)

Use a red pen and
a blue pen to test a friend
on 'before and after'.

QUICK QUIZ #2: INDUCTION IDIOMS

It's your first day. What is your supervisor really saying? Circle the best answer.

We use idioms ALL the time—and they can be confusing!

1. *Hi! Just give me half a mo!*
 - a. Please give me 50 cents.
 - b. Please wait a minute.
 - c. Please help me.
2. *OK. I'll show you the ropes.*
 - a. I'll show you some rope.
 - b. I'll show you what to do.
 - c. I'll tell you a story.
3. *We'll sort out your pay.*
 - a. We'll choose your pay.
 - b. We'll organise your pay.
 - c. We'll pay you now.
4. *Let's head for the stairs.*
 - a. Go up the stairs.
 - b. Go down the stairs.
 - c. Go towards the stairs.
5. *First, can you give Ali a hand?*
 - a. Shake his hand.
 - b. Help him.
 - c. Talk to him.
6. *Watch out!*
 - a. Be careful!
 - b. What's the time?
 - c. Look at me!
7. *OK. Grab a cuppa.*
 - a. Wash your cup.
 - b. Hold your cup tightly.
 - c. Get a cup of tea.
8. *Now you can fill in for Ayan.*
 - a. You'll fill in the form.
 - b. You'll do her job.
 - c. You'll fill the boxes.
9. *Have you got the idea?*
 - a. Do you understand?
 - b. Do you like the job?
 - c. Have you got any ideas?
10. *How are you finding it so far?*
 - a. Can you find your way?
 - b. How do you like the job?
 - c. How did you get the job?
11. *We knock off at 4.30.*
 - a. Knock on the door at 4.30.
 - b. We start work at 4.30.
 - c. We finish work at 4.30.
12. *You've got off to a good start.*
 - a. You've started well.
 - b. You can go home now.
 - c. You can get off the bus.
13. *OK. Catch you later!*
 - a. I'll follow you.
 - b. Can you catch this?
 - c. I'll see you later.
14. *Be here at 8 sharp tomorrow!*
 - a. Be here just after 8.
 - b. Be here at 8.
 - c. Be here at 8.15.



How many more idioms do you know?

Here are 12 everyday things you might see at work. Find them in the wordfind, then write the names next to the pictures. Then use the letters in the grey boxes, reading down (↓) and down (↓), to find two new things.

S	C	R	E	W	D	R	I	V	E	R	S	G	S
J	Y	A	R	S	P	A	N	N	E	R	W	V	T
E	L	X	M	I	B	U	C	K	E	T	W	P	A
Q	B	F	O	W	Z	G	R	N	Z	I	F	X	P
L	R	H	P	H	P	K	G	Q	Z	K	Y	X	L
A	B	T	R	O	L	L	E	Y	F	T	L	B	E
D	O	C	E	W	T	G	G	P	L	U	G	R	R
D	G	Z	W	Q	X	S	T	R	I	N	G	O	T
E	S	S	N	H	A	M	M	E	R	Y	U	O	Q
R	T	Q	S	H	C	L	O	T	H	G	K	M	V

WHICH WORD? GET THE EMAILS RIGHT!

Choose the correct pair of words for the sentences. Then use the letters in the grey boxes, reading down (↓), to find a new word.

cereal – serial bare – bear coarse – course
find – fined passed – past sauce – source
stationary – stationery waist – waste

When you're sending emails, watch out for words that sound the same (homophones).

1. Place all food in the bins provided.
2. Please send your measurement for the new uniform.
3. We are trying to find the of the leak.
4. Somebody dropped a bottle on the lunch-room floor.
5. We welcome employees to join us for the end-of-year party.
6. We have your complaint on to the manager.
7. Please check the supplies in the cupboard.
8. The fork-lift MUST be during lunch hour.
9. Check the number on each product.
10. The aisle in most supermarkets is a busy one.
11. Could I order some sandpaper for the workshop?
12. We will send further information in due .
13. Customers may not enter the building with feet.
14. Please with us as we upgrade our computer systems.
15. Three staff members were for speeding in company cars.
16. You will the staples in the drawer under the desk.



TIP: Use a dictionary if you need help!

THE NEW WORD IS:

(SOMETHING OR SOMEONE YOU VALUE A LOT)

Do you know other homophones in English?

MORE THAN ONE MEANING...

How many words do you know with more than one meaning?

Find the missing word in each sentence pair. (Some uses are **IDIOMATIC!**) Then use the letters in the grey boxes, reading down (↓), to find a new word.

1. Just add a _____ of salt to the soup.

Can I _____ one of your teabags?

2. You look exhausted. Do you need a _____?

Leave half the pens here and take the _____ upstairs.

3. Thanks for that—you're very _____.

What _____ of work did you do before this?

Thanks!



4. All staff can _____ interest in this position.

That letter's urgent! Send it by _____ post.

5. There's a _____ of dirt on your uniform.

Can you _____ the mistake in this email?

6. You can't wear your _____ in the workshop.

Hey— _____ yourself! Don't trip.

7. To get to the office, _____ right at the lift.

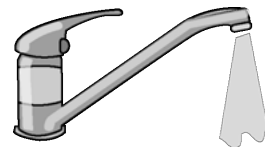
Do you want to take a break? It's your _____.

8. Please be _____ with me! I'm new on the job.

I work in a hospital as a _____ care assistant.

9. Only use the water from the cold _____.

If you need me, just _____ on the door.



10. We mustn't _____ in the corridor!

They _____ a very successful restaurant.

watch
turn
tap
spot
run
rest
pinch
patient
kind
express

Do you know other words like these?

THE NEW WORD IS:



ANSWER KEY

3

CHECK THE AD!

- | | | |
|------|------|-------|
| 1. b | 5. g | 9. n |
| 2. a | 6. r | 10. d |
| 3. c | 7. o | |
| 4. k | 8. u | |

New word: background

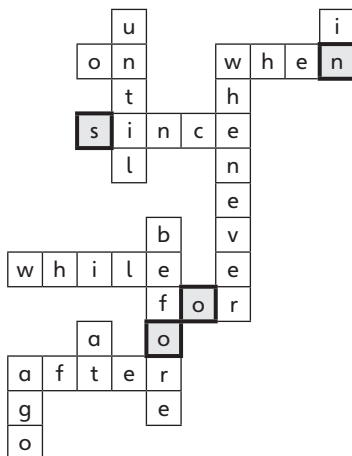
MIXED-UP WORDS #1

- | | | |
|----------|----------|----------|
| 1. staff | 3. baker | 5. pilot |
| 2. nurse | 4. hours | |

New word: wages

13

WHEN? WHENEVER!



New word: soon

BEFORE OR AFTER?

- | | | | |
|------|------|------|------|
| 1. h | 3. n | 5. o | 7. e |
| 2. a | 4. d | 6. v | 8. r |

New word: handover

20

QUICK QUIZ #2: INDUCTION IDIOMS

- | | | | |
|------|------|-------|-------|
| 1. b | 5. b | 9. a | 13. c |
| 2. b | 6. a | 10. b | 14. b |
| 3. b | 7. c | 11. c | |
| 4. c | 8. b | 12. a | |

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WHAT IS IT?



- | | |
|-------------|---------|
| screwdriver | spanner |
| bucket | broom |
| stapler | trolley |
| cloth | plug |
| mop | string |
| ladder | hammer |

New things: dustpan and brush

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WHICH WORD? GET THE EMAILS RIGHT!

- | | | |
|-----------------|-----------------|----------------|
| waste | stationery | bare |
| waist | stationary | bear |
| source | serial | fin <u>e</u> d |
| sauce | cereal | find |
| past | coarse | |
| pass <u>e</u> d | c <u>o</u> urse | |

New word: treasure

52

MORE THAN ONE MEANING...

- | | | |
|---------------------|---------------------|-----------------|
| 1. pin <u>c</u> | 5. sp <u>o</u> t | 9. tap |
| 2. r <u>e</u> st | 6. wat <u>c</u> h | 10. ru <u>n</u> |
| 3. kin <u>d</u> | 7. tu <u>r</u> n | |
| 4. ex <u>p</u> ress | 8. pati <u>e</u> nt | |

New word: pedestrian