

B1

SMALL TALK & NETWORKING

DIALOG · 3 MIN.

Asking a New Colleague About Their First Week · *Podcast*

A new colleague started on Monday — how to ask about her first week in friendly, natural English.

Listen to the episode +
comprehension test:

<https://www.englisch-lehrer.com/podcasts/asking-a-new-colleague-about-their-first-week>

NAME

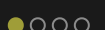
DATE

BRICK 1 · LEARN THE KEY PHRASES



Read the eight phrases with meaning and example. You will hear all of them in the episode.

ENGLISH	DEUTSCH	EXAMPLE
first week	die erste Woche (im neuen Job)	<i>How has your first week been so far?</i>
friendly and helpful	freundlich und hilfsbereit	<i>The colleagues in our Berlin office are friendly and helpful.</i>
a tour of the office	ein Rundgang durchs Büro	<i>On my first day, my manager gave me a tour of the office.</i>
took me out for lunch	hat mich zum Mittagessen eingeladen	<i>The team took me out for lunch to celebrate the new contract.</i>
introduced myself	habe mich vorgestellt	<i>At the meeting, I introduced myself to the new clients.</i>
so far	bis jetzt, bisher	<i>How do you like the new role so far?</i>
wish me luck	wünsch mir Glück	<i>My presentation starts in five minutes — wish me luck!</i>
Have a great weekend	Schönes Wochenende!	<i>Thanks for your help today. Have a great weekend!</i>





BRICK 2 · FILL THE GAPS



Complete the missing word from the conversation.

tour

trip

travel

journey

boss

chef

cook

kitchen

- 01 In the morning HR gave me a _____ of the office and showed me my desk.
02 One small tip: in English we say ' _____ '.

BRICK 3 · TRUE OR FALSE?



Tick one. T = true, F = false.

- 01 Laura's team took her out for lunch on her first day. T ☐ F ☐
02 Laura has already met every single person in the company. T ☐ F ☐

BRICK 4 · ORDER



Number the steps of the conversation (1–5).

- 01 ☐ Laura looks forward to her first real project
02 ☐ Laura has lunch with her new team
03 ☐ Laura tells Daniel about her patient boss
04 ☐ HR shows Laura the office on Monday morning
05 ☐ Laura introduces herself to the sales team on Wednesday

BRICK 5 · YOUR VERSION



Write two sentences of your own using phrases from Brick 1.

.....
.....
.....

MINI-CHECK – CAN I DO THIS YET?

- ☐ I can announce a delay politely.
☐ I can propose an alternative.
☐ I can promise written confirmation.

Listened twice and ticked everything? Then you are ready for the real conversation.



Cut-out flashcards

× Cut out, fold on the line – English in front, German on the back. Or practise digitally:

<https://www.englisch-lehrer.com/podcasts/asking-a-new-colleague-about-their-first-week>

first week

How has your first week been so far?

die erste Woche (im neuen Job)

friendly and helpful

The colleagues in our Berlin office are friendly and helpful.

freundlich und hilfsbereit

a tour of the office

On my first day, my manager gave me a tour of the office.

ein Rundgang durchs Büro

took me out for lunch

The team took me out for lunch to celebrate the new contract.

hat mich zum Mittagessen eingeladen

introduced myself

At the meeting, I introduced myself to the new clients.

habe mich vorgestellt

so far

How do you like the new role so far?

bis jetzt, bisher

wish me luck

My presentation starts in five minutes — wish me luck!

wünsch mir Glück

Have a great weekend

Thanks for your help today. Have a great weekend!

Schönes Wochenende!

Answer key

Check only when you have finished. Every answer comes with the **why**.

BRICK 2 · FILL THE GAPS

01 **tour**

"To give someone a tour" means showing them around. Trip, travel and journey are about travelling, not showing an office.

02 **boss**

A classic false friend: the German "Chef" is a "boss" in English. A "chef" (or "cook") works in a restaurant kitchen.

BRICK 3 · TRUE OR FALSE?

01 **True**

True — her whole team took her out for lunch on Monday, her first day.

02 **False**

False — she says "Almost everyone", and only in the department, not the whole company.

BRICK 4 · ORDER

- 01 **1.** HR shows Laura the office on Monday morning
- 02 **2.** Laura has lunch with her new team
- 03 **3.** Laura introduces herself to the sales team on Wednesday
- 04 **4.** Laura tells Daniel about her patient boss
- 05 **5.** Laura looks forward to her first real project

KEEP PRACTISING LIVE

Want to practise these phrases in a real conversation?

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