

**Worksheet 1**



**Worksheet 2**



He / she is sitting up straight.

He / she is slouching in his / her chair.

He / she is wearing smart clothes.

He / she is wearing untidy clothes.

His / her face, hair and hands are clean.

His / her face, hair and hands are dirty.

He / she is smiling.

He / she is frowning.

He / she is making eye contact.

He / she is avoiding eye contact.

Worksheet 3 – big factor cards

He/she is sitting up straight.	He/she is slouching in his/her chair.
He/she is wearing smart clothes.	He/she is wearing untidy clothes.
His/her face, hair and hands are clean.	His/her face, hair and hands are dirty.
He/she is smiling.	He/she is frowning.
He/she is making eye contact.	He/she is avoiding eye contact.

**Worksheet 4**
**Task 3**

Use the words from the box to fill in the gaps about when we use **should** and **shouldn't**.

1. We use **should** and **shouldn't** to give \_\_\_\_\_
2. **should** / **shouldn't** \_\_\_\_\_ change when we use I / you / we / they / he / she / it
3. After **should** / **shouldn't** we use \_\_\_\_\_  
For example: \_\_\_\_\_
4. With an adjective (describing word) we need to use the verb \_\_\_\_\_  
For example: \_\_\_\_\_

the verb (doing word) with no –ing or 'to' doesn't    be            He should <b>be</b> polite.            advice    does	He should <b>wear</b> smart clothes
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**Task 4**

Use the information about Mick to make sentences giving him advice with **should** or **shouldn't**.

1. He's wearing untidy clothes. \_\_\_\_\_
2. His face, hair and hands are dirty. \_\_\_\_\_
3. He's frowning. \_\_\_\_\_
4. He's avoiding eye contact. \_\_\_\_\_
5. He's slouching in his chair. \_\_\_\_\_
6. He's rude. \_\_\_\_\_
7. He doesn't shake hands. \_\_\_\_\_
8. He's late. \_\_\_\_\_
9. He's chewing gum. \_\_\_\_\_
10. He's using informal language. \_\_\_\_\_

**Worksheet 5 – Task 4**

*Check your answers.*

*Check with your teacher if you have something different.*

1. He should wear smart clothes. *or* He shouldn't wear untidy clothes.
2. He should wash his face, hair and hands. *or* He shouldn't have a dirty face, hair and hands.
3. He should smile. *or* He shouldn't frown.
4. He should make eye contact. *or* He shouldn't avoid eye contact.
5. He should sit up straight. *or* He shouldn't slouch in his chair.
6. He should be polite. *or* He shouldn't be rude.
7. He should shake hands.
8. He should be on time. *or* He shouldn't be late.
9. He shouldn't chew gum.
10. He should use formal language. *or* He shouldn't use informal language.

**Worksheet 5 – Task 4**

*Check your answers.*

*Check with your teacher if you have something different.*

1. He should wear smart clothes. *or* He shouldn't wear untidy clothes.
2. He should wash his face, hair and hands. *or* He shouldn't have a dirty face, hair and hands.
3. He should smile. *or* He shouldn't frown.
4. He should make eye contact. *or* He shouldn't avoid eye contact.
5. He should sit up straight. *or* He shouldn't slouch in his chair.
6. He should be polite. *or* He shouldn't be rude.
7. He should shake hands.
8. He should be on time. *or* He shouldn't be late.
9. He shouldn't chew gum.
10. He should use formal language. *or* He shouldn't use informal language.

**Worksheet 6**

**Task 5**

*Here are the phrases which Anna used in her interview.*

*Listen to Mick's interview again and choose which phrase is a better thing to say.*

*Write the correct number in the speech bubble.*

- |   |                                     |
|---|-------------------------------------|
| 1. Yes. Very nice.                        | 2. Anna Jones. Pleased to meet you. |
| 3. Good morning. How do you do?           |                                     |
| 4. Could I have a glass of water, please? |                                     |

**Worksheet 7**

*Your friend has a job interview next week.*










*Finish the email below giving them advice on how to get the job.*

To *sam@email.com* CC X

Subject *Job interview!*

*Hi Sam,*  
*I hear you've got a job interview next week – congratulations! I know it's stressful,*  
*but I'm sure you'll be fine.*  
*Remember, you should always*

*Anyway, good luck, and let me know how it goes.*  
*M*

Send   **B** *I* **A**      abc  

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