

Workplace Stress



This week...

Akio is feeling under pressure at work and is quite stressed. He is talking to the Human Resources Manager, Fiona about it. She is giving him some advice on how to handle workplace stress.

Lesson Objectives...

- Dealing with workplace stress
- Giving advice

Business English Conversation

Basic Class



What causes you stress at your workplace?

Picture Description

Why does he look so tired?



B



A

Why do they all look so stressed?

*Create a short story using the following format

1. Who
2. Where
3. When
4. What's happening?

*Create simple sentences using the vocabulary

1. fatigue
2. cause
3. stress
4. delegate
5. during

I hope you are not suffering from **stress** during the lesson.



1. **I suffer from** headaches every day.
2. **I'm not getting any support from** the sales manager.
3. **You can delegate some tasks to** your colleague.
4. **I suggest you** take a break and have a cup of coffee.

- Words
- Phrases

Akio	Can I talk to you for a minute?
Fiona	Sure. Is something troubling you?
Akio	I feel very stressed at work and I suffer from fatigue every day.
Fiona	Do you know what the cause of your stress is?
Akio	I have too much work to do and I'm not getting any support from my co-workers.
Fiona	You can delegate some tasks to some of the newer employees.
Akio	Also, the two supervisors in the department are always telling me to do things in different ways.
Fiona	I'll talk to them about it. I suggest you take short breaks during the day to help reduce stress.
Akio	Thanks for listening.
Fiona	Anytime.

1. I suffer from
2. I'm not getting any support from
3. You can delegate some tasks to
4. I suggest you

Correct Responses - Prepositions

1. A: I am not happy with my supervisor recently.
B: I'll talk him this afternoon about it.

at / on / to

2. A: What time will you be able to meet me for lunch?
B: I will be able to meet you in front of the station noon.

in / on / at

3. A: Could you please finish printing the documents me?
B: No problem. I will have them done by 5 pm.

at / for / with

4. A: What are you going to do this morning?
B: I have a meeting one of my clients.

at / with / for

5. A: Could you please put these papers the filing cabinet?
B: Sure. I will do that for you right away.

for / at / in

6. A: Where are the notes for the meeting?
B: They are my desk in my office.

in / on / at

Role Play – Workplace Stress

Student A is under pressure and feeling quite stressed at work. Student A is talking to the HR Manager, Student B about it.



Student A: Can I talk to you for a minute?

Student B: Sure. Is something troubling you?

Student A: I feel very stressed at work because Reason .

Student B: You should Advice .

* Continue the conversation using the Key Phrases from below.

Key Phrases

- Is there anything else troubling you?
- I suggest you
- I will talk to him/her about it.
- Come and talk to me anytime.
- Also, I'm
- I'm not getting any support from
- Do you have any other advice?
- Thanks for listening.

Reason

- I have too much work to do.
- I suffer from fatigue every day.
- the supervisor is always angry.
- Other

Advice

- delegate work to other staff.
- take short breaks to go for a walk.
- talk to a friendly co-worker.
- Other

- What do you do to relieve workplace stress?
- What is the most stressful job you can think of?
- Does the place you work at have a high-stress environment?

- angry - *My boss is always **angry** at the staff.*
- cause - *What is the **cause** of this mistake?*
- delegate - *You need to **delegate** some of your work.*
- during - *Peter took notes **during** the meeting.*
- environment - *The work **environment** here is very friendly.*
- fatigue - *I suffer from **fatigue** every day.*
- stress - *Do you know any good ways to lower **stress**?*
- support - *I really appreciate your **support**.*
- suffer - *I **suffer** from headaches every day.*