

1. Warm Up ☀

Answer and discuss these questions in pairs or as a class.

1. Have you ever changed jobs? Why or why not?
2. How did you feel when you left your job?
3. What do you have to do when you leave a job?
4. Who do you have to talk to when you leave a job?
5. What are some reasons that people change jobs?



2. Correspondence Building

The correspondence below is not in the right order. Work alone or with a partner to put the letter in the right order. Then practice reading the correspondence. Underline any words or phrases you don't understand.

RESIGNATION LETTER

_____ I can also help with paperwork to make this transition as easy as possible.

Dear Mr. Michaels,

I've learned a lot from you and from the job.

_____ It is with regret that I write to inform you that I am tendering my resignation.

_____ It is difficult to leave River Education Books, but I have been offered a management position with another company.

Sincerely, Lee Timson

I think it is a good opportunity for me to pursue.

I will do my best to train my replacement in the next two weeks.

_____ Thank you for the opportunities you've given me.

My resignation is effective in two weeks.

Thank you for your understanding.

I wish River Education books much success in the future.

3. Find business words and phrases. ✓

Circle any words or expressions from the dialogue that you think are useful in the office. Write them below.

[illegible]

4. Match these words or phrases to their correct definitions. ✓

- | | |
|----------------|--|
| 1. regret | _____ a. to give; to submit |
| 2. inform | _____ b. becoming actual; happening |
| 3. tender | _____ c. to teach |
| 4. resignation | _____ d. the achievement of something planned or desired |
| 5. effective | _____ e. clerical work or record keeping |
| 6. pursue | _____ f. the change from one person or thing to another |
| 7. train | _____ g. to tell; to let somebody know |
| 8. replacement | _____ h. a person taking over the duties of another |
| 9. paperwork | _____ i. to follow; to take |
| 10. transition | _____ j. a formal note to quit or leave a job |
| 11. success | _____ k. to be sorry |



5. Fill in the blanks with the right form of the correct word or phrase. ✎

- I have to _____ my boss about the customer service problem.
- She _____ not being able to finish her studies in January instead of May.
- After Megan left, her _____ didn't do as well because she wasn't familiar with the job.
- Daniel had to fill out a lot of _____ on his first day of work.
- The _____ between high school and college is easy for some people but harder for others.
- Ryan did not like his job so he _____ a letter of resignation.
- Kim did not think she could work and go to school at the same time so she decided to submit her _____ before the next semester started.
- The new office policies would be _____ on September 15.
- Maria's boss asked her to _____ the new person how to use the office computers.
- When I finish college, I want to _____ a career in business.

6. Reading

Now practice reading the letter with a partner. Take turns practicing the pronunciation. Discuss what you think is good about the correspondence. (Your teacher will provide you with the full dialogue on a separate sheet. **Page 3.**)

7. Speaking

Write your own dialogue. Work with a partner and write your own conversation about quitting the job using at least four words or phrases from today's lesson. Practice and memorize the dialogue, then present it in front of the class.

8. Writing ✎

Write a letter of resignation for a job that you would want to leave. Remember to keep the letter formal and polite.

RESIGNATION LETTER

Mr. Lee Timson
225 Fox Drive
Bonnville, NY 12345

Mr. William Michaels
River Education Books
1530 Fordshackle Street
Bonnville, NY 12345

Dear Mr. Michaels,

It is with regret that I write to inform you that I am tendering my resignation. My resignation is effective in two weeks.

It is difficult to leave River Education Books, but I have been offered a management position with another company. I think it is a good opportunity for me to pursue. I've learned a lot from you and from the job. Thank you for the opportunities you've given me.

I will do my best to train my replacement in the next two weeks. I can also help with paperwork to make this transition as easy as possible. Thank you for your understanding. I wish River Education books much success in the future.

Sincerely,

L. Timson

Lee Timson

Teacher's Handout for Task 2.

In Task 2, your students are required to put the correspondence in the correct order. It's more fun for students to put the correspondence in order by physically rearranging cut up strips. Below are two shuffled copies of the resignation letter. Have your students cut it into strips and rearrange them until they've put them in the correct order.



I can also help with paperwork to make this transition as easy as possible.

Dear Mr. Michaels,

I've learned a lot from you and from the job.

It is with regret that I write to inform you that I am tendering my resignation.

It is difficult to leave River Education Books, but I have been offered a management position with another company.

Thank you for your understanding.

I think it is a good opportunity for me to pursue.

I will do my best to train my replacement in the next two weeks.

Thank you for the opportunities you've given me.

My resignation is effective in two weeks.

I can also help with paperwork to make this transition as easy as possible.

Sincerely, Lee Timpson

I wish River Education books much success in the future.



I can also help with paperwork to make this transition as easy as possible.

Dear Mr. Michaels,

I've learned a lot from you and from the job.

It is with regret that I write to inform you that I am tendering my resignation.

It is difficult to leave River Education Books, but I have been offered a management position with another company.

Thank you for your understanding.

I think it is a good opportunity for me to pursue.

I will do my best to train my replacement in the next two weeks.

Thank you for the opportunities you've given me.

My resignation is effective in two weeks.

I can also help with paperwork to make this transition as easy as possible.

Sincerely, Lee Timpson

I wish River Education books much success in the future.

Teachers' Answer Key

2. Correspondence Building *Note. Do not hand out Page 3 until this task is completed.*
(Also, see page 4 for the dialogue strips to hand out to students before starting.)

9. I can also help with paperwork to make this transition as easy as possible.
1. Dear Mr. Michaels,
6. I've learned a lot from you and from the job.
2. It is with regret that I write to inform you that I am tendering my resignation.
4. It is difficult to leave River Education Books, but I have been offered a management position with another company.
12. Sincerely, Lee Timson
5. I think it is a good opportunity for me to pursue.
8. I will do what I can to train my replacement in the next two weeks.
7. Thank you for the opportunities you've given me.
3. My resignation is effective in two weeks.
10. Thank you for your understanding.
11. I wish River Education books much success in the future.

4. Matching

1. k 2. g 3. a 4. j 5. b 6. i 7. c 8. h 9. e 10. f 11. d

5. Fill in the blanks.

1. inform
2. regrets
3. replacement
4. paperwork
5. transition
6. tendered
7. resignation
8. effective
9. train
10. pursue