Attachment1. Role Cards

**Situation #1. Interior Decorating**

 **Location: Business Lobby**

|  |
| --- |
| **Interior Decorator:**You are an interior decorator. You have been invited into a business for a possible job.The lobby is dark and dull.Suggest some ways to brighten up the space. |
| **Useful Expressions:**I agree. You need to make some changes.The color is all wrong.Another window would help.If you can’t afford a window, some mirrors would work.**(Notes)** |

|  |
| --- |
| **Hotel Staff:**You are a staff member at a business. You’re meeting with an interior decorator to think about ways to brighten up the lobby.Ask for suggestions.Explain that there is a small budget. |
| **Useful Expressions:**Thanks for agreeing to come in.As you can see, it’s not a very welcoming space.Can you make some suggestions to brighten things up?We have a pretty small budget.**(Notes)** |

**Situation #2. Sleeping on the Job**

**Location: Office**

|  |
| --- |
| **Boss:** One of your staff members was caught sleeping on the job in a ticket booth. Have a meeting with this person. Give them a warning. Explain that they will lose their job if this happens again. |
| **Useful Expressions:**You’ve been caught sleeping on the job.Is there a medical condition I should be aware of?If this happens again, we’ll have to let you go.That sounds like a good solution**(Notes)** |

|  |
| --- |
| **Ticket Booth Staff:**Your boss calls a meeting with you because you were caught sleeping on the job. You work in a ticket booth, and your job is very boring. Ask if you are allowed to do something else when there is no one. Explain that there is no way to leave and get a coffee. |
| **Useful Expressions:**Would it be okay if I brought a book in to read?I promise it won’t happen again.**(Notes)** |

**Situation #3. Carpool**

**Location: Office**

|  |
| --- |
| **Worker A(car owner):**A colleague asks if they can carpool with you this week. Explain that you can do it from Monday-Thursday, but not on Friday. Your spouse needs the car that day and you will be taking public transportation. |
| **Useful Expressions:**That’s no problem at all.I could use the company.I’m not driving in on Friday.You can take the bus with me.**(Notes)** |

|  |
| --- |
| **Worker B:**Your car broke down and is in the shop. You need a ride to and from work for the rest of the week. Ask a colleague if you can carpool with them. Offer to pay for gas and parking. |
| **Useful Expressions:**Can I ask you a favor?My car broke down. It’s in the shop.I need a ride to and from work this week.I’ll pay for your gas and parking.**(Notes)** |