



A2 · FREE SAMPLE · 2 OF 14 CHAPTERS

English for Work

Talk about your job, and handle the turn when it comes back



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A2 · ENGLISH FOR WORK

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Who this book is for

You already work. You can describe your day in English if you have a moment to think, and you lose the thread when somebody asks a second question. This book is fourteen work situations, one chapter each: what goes wrong, why it goes wrong, and the line that works instead. It does not teach grammar for its own sake. Every rule here is here because a real conversation fell over without it.

How to use a chapter

Read the situation. Read the line that fails and say it out loud - it is probably close to what you say now, and it is not stupid; most of these are Hindi structure arriving intact in English, which is what a bilingual brain is supposed to do. Then read the signals, which are what to change. Then say the target line until it comes without reading. A line you can only read is not a line you have.

What this book does not promise

It does not promise a job, a salary or a score, and it will not remove your accent - being understood and sounding like somebody else are different things, and only the first one is worth your time. Indian English is English. What this book offers is narrower and more useful: fourteen situations in which you will be clearer than you were.

Saying what you actually do

The question comes on your first day, at every party, and at the start of every interview, and the honest answer usually says nothing. "All the work" is correct English and leaves the listener knowing exactly as much as before you spoke. The failure here is not grammar. It is vagueness, and the repair is a task and a number rather than a longer sentence.

आपका काम क्या है? — ऐसे बताइए

Situation	नया सहकर्मी पूछता है: "What's your role?"
✗ Awkward	I am doing all the work in my department.
Signal	"All the work" से कुछ पता नहीं चलता
Signal	एक काम बताइए, फिर एक संख्या
Signal	अगला सवाल आएगा: "How long have you been there?"
→ Target	I check invoices. I handle about thirty a day.

The number is doing the work of an adjective and doing it better. "About thirty a day" is checkable, and a person who says it is believed in a way that "a lot of work" never is.

Telling someone what happened

Somebody who was not there asks what happened yesterday. This is the chapter the rest of the book leans on: an account with no past tense and no anchor leaves the listener unable to tell what is finished from what is still going on, and that confusion costs more than any single wrong word. Three sentences, all in the past, one detail they can check.

Situation	A colleague who was not there asks what happened yesterday.
✗ Awkward	Yesterday I am going to client site and system is not working.
Signal	Anchor it: say when, first, and keep every verb in the past.
Signal	Give one detail the listener can check — a number, a time, a name.
Signal	Stop at three sentences. A longer account is not a clearer one.
→ Target	Yesterday I went to the client site. The billing system was down for about two hours, so I logged a ticket and called the vendor.
Now try	What did the vendor say when you called?

Then answer the question it provokes. A rehearsed account is easy; the follow-up is the part nobody prepares, and it is the part that decides whether you were understood.

End of the sample

This sample has 2 of the 14 chapters in English for Work: the ones that are free in the A2 course. The full book has the other 12, listed on the contents page.