



Cultural Linguistic Services  
OFFICE OF HUMAN RESOURCES  
UNIVERSITY OF WISCONSIN-MADISON

# Employee Learning Center English Learning Newsletter

Monday, August 10, 2020

## New words of the week:

Before returning to work on campus, UW employees must

- Complete the COVID-19 **Training** (learning materials) for On-Site Workers.
- Answer health questions in the **Symptom Tracker** (list of the signs of illness) every day before work.

\*The Symptom Tracker is **anonymous** (it will not identify you or share your name).

Employees can ask their supervisors how to **access** (find and use) both of these.

## Phrases for conversation:

Use these phrases when you feel stressed:

- I'm feeling really **stressed out**.
- We are **under pressure**.
- I'm **up to my neck in work!**
- I **can't take all this**.
- I'm **feeling overwhelmed**.
- I'm **burned out**.
- I need some **down time / personal time**.

- Adapted from **Perfect Phrases for ESL Conversation Skills** by Diane Englehardt

## Similar Proverbs:

- "Burn the candle at both ends" = to work a lot and use up a lot of energy.
- "Burn the midnight oil" = to stay up late at night working.



Examples:

She's really **burning the candle at both ends** these days. She needs to rest!

He **burned the midnight oil** last night to get his project done.

## Learn more:

To read past newsletters and watch Workplace English videos, go to the CLS Online Workplace Learning website:

<https://hr.wisc.edu/cls/online-workplace-learning/>



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## For Fun:

To find out which planets you can see in the night sky over Madison, go to this website:

<https://www.timeanddate.com/astronomy/night/usa/madison>

