



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

Employee Learning Center English Learning Newsletter

Wednesday, May 6, 2020

New words of the week:

Employees may need to take a **furlough** (time off without pay) or do **work-share** (work part-time and divide work with co-workers) in order to avoid **layoffs** (losing jobs).

Pronunciation: **furlough** is pronounced "FUR – low".

Media Rules

Technology has made it easy to communicate, but there are right and wrong ways to do this in the workplace. You need to make sure to respect guidelines and restrictions for using technology for work.

The popularity of social media has made this even more important recently. When you're at work, you're expected to be focused on your work. You're being paid to work – not to check Facebook. It might be best to set aside some time outside work hours to check your social media.

Also, you can turn off your notifications while you're working. The buzzes and dings steal your attention away from your work. This might result in you not doing the job your employer is paying you to do.

-adapted from **8 Critical Soft Skills for Workplace Readiness** by the Conover Company.

Phrases for conversation:

Use these phrases to question confusing information:

- **I was led to believe** something different.
- **I was under the impression** I would receive free service.
- **I understood** there were no interest charges.
- **I was told** someone would take care of it.
- **They informed me** there were no extra fees.

-adapted from **Perfect Phrases for ESL Conversation Skills** by Diane Engelhardt

Two Proverbs:

"Look on the bright side!"

"Grin and bear it!"

Both mean: try to find something positive during difficult times.



More Practice:

Here are two language learning websites where you can create **free** accounts to learn English or other languages:

www.memrise.com

www.duolingo.com

For Fun: Learn to identify wildflowers blooming in our area by looking at these photos from last year:

<https://arboretum.wisc.edu/photo-galleries/whats-in-bloom/>

