BBC LEARNING ENGLISH

6 Minute English worksheet

Rude emails



Listen to the full episode here: https://bbc.in/44AwOX3

1. **Look at the cover image and title of the episode. What do you think this episode is about? What do you know about this topic already? What vocabulary do you associate with this topic?**

2. **Now listen to the first two minutes of the episode.**
   - What do the presenters say the episode is about?
   - What is this week's question? What do you think the answer is?

3. **Now listen to the whole episode. As you listen, write down the six items of vocabulary. What do they mean?**

a) Word/phrase: _____

It means: _____.

b) Word/phrase: _____

It means: _____.

c) Word/phrase: _____

It means: _____.

d) Word/phrase: _____

It means: _____.

e) Word/phrase: _____

It means: _____.

f) Word/phrase: _____

It means: _____.

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4. What did you learn that was surprising or new in this episode?

5. Answer the quiz questions. Listen again or use the transcript to help you.

1. What does Dr Emma Russell think causes impolite emails at work?
   a) workplace bullying
   b) the fight-or-flight response
   c) the US government

2. Which idiom means 'make someone feel unsure or threatened by what you do or say'?
   a) put someone on the defensive
   b) put someone in their place
   c) get something off your plate

3. Which idiom means 'pass a task or problem to someone else to deal with'?
   a) put someone on the defensive
   b) put someone in their place
   c) get something off your plate

4. What is the meaning of 'belittle'?
   a) make someone feel inferior
   b) make someone feel confident
   c) reduce someone's salary

5. Which idiom means 'show someone that they are less important than they think they are'?
   a) put someone on the defensive
   b) put someone in their place
   c) get something off your plate

6. Which adjective means 'tired or anxious because you have too many things to do'?
   a) uncivil
   b) dazzled
   c) frazzled

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6. Write your own sentences using the vocabulary.

7. Answer the following questions.

- What are three things you have learnt from this episode?
- How does this topic make you feel?
- Give three examples relevant to your life using the vocabulary.

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Answers

3.

a. put (someone) on the defensive – (idiom) make someone feel unsure or threatened by what you do or say

b. uncivil – not polite; rude

c. belittle – make someone feel inferior or not important

d. put (someone) in their place – (idiom) show or tell someone that they are less important or clever than they think they are

e. get (something) off your plate – (idiom) pass a task or problem from your workload to someone else for them to deal with

f. frazzled – tired, nervous or anxious because you have to do too many things at the same time

5. 1b, 2a, 3c, 4a, 5b, 6c

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Teacher's notes
This worksheet is standardised so that you can amend and use it as appropriate with your classes.

Some topics may be difficult for learners, especially those which could be upsetting or cause offence. Please be mindful of this when using this worksheet and adapt it as necessary.

Extension activities

- Role-play an interview with an 'interviewer' and an 'expert' on this topic.
- Write a short story or article using the vocabulary from this episode.
- Read original articles on this topic.
- For homework: If it is available in your country, download and listen to the original podcast these extracts were taken from.

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