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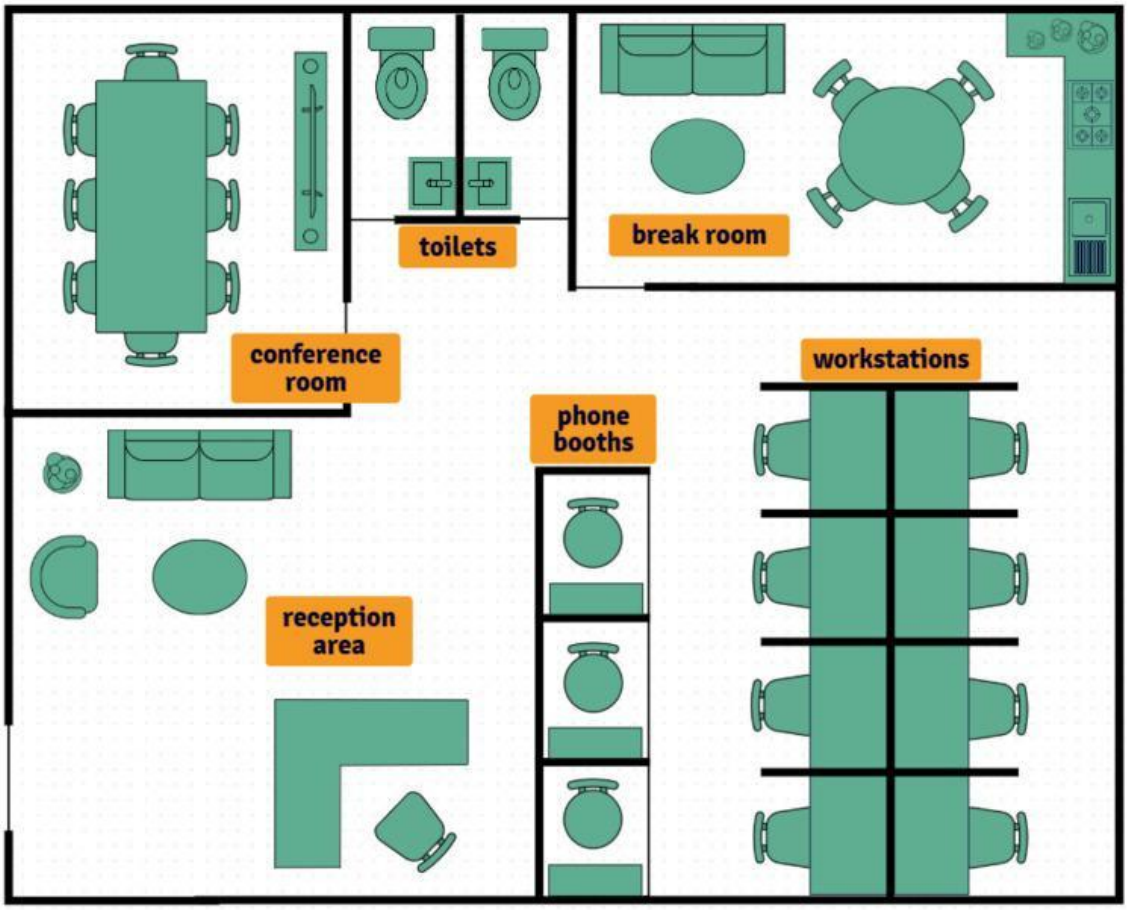
In the office

1. **List five things people usually do in the office. Use the picture to think of ideas.**



2. **Look at the office plan and say five things about the office.**

EXAMPLE: *The reception area is very big. There is a table with four chairs in the break room. The toilets are next to the conference room...*



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In the office

3. Read the texts (A–F) and match them with the six parts of the office in the plan in ex. 2.

A. Come here to have lunch, make a cup of tea or simply chat with a colleague. This is a place to relax before you go back to work.

_____

B. When you want to arrange a meeting, it's a good idea to book the room first to make sure it's empty and ready to use. Up to eight people can have a meeting here.

_____

C. This place is very quiet when you close the door, but only one person can sit inside. Use one of them when you need to answer a call. Please don't stay here for more than 60 minutes.

_____

D. Employees do their work tasks here: they reply to emails or prepare reports. Some employees say it is loud but others like having a desk next to their colleagues.

_____

E. You can wash your hands or brush your hair in these small rooms.

_____

F. When clients come into the office, this is the first place they see. They can sit on the sofa and wait for the person they are meeting. This is also the place where you can print a document.

_____

4. Answer the questions about the places in ex. 3.

Which room or part of the office:

- can you only use if you do something important before?
- do people have different opinions about?
- can you not spend the whole day in?
- is the place where you can meet people who are not your colleagues?
- can you use to make yourself look good?
- can you drink something in?

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In the office

5. Think of a situation for which the option on the left is better. Then, think of a situation for which the option on the right is better.

working in a phone booth	**or**	working at a workstation

EXAMPLE: *Working in a phone booth **is better if** you need to do a difficult work task and you need to focus. It's also better if you need to answer a call. Working at a workstation **is better if** you want to ask your colleagues questions or do work tasks together.*

having one big break room in the office	**or**	having many small break rooms in the office
having one big conference room	**or**	having many small conference rooms
having a reception area	**or**	not having a reception area
having one phone booth for everyone in the office	**or**	not having a phone booth in the office

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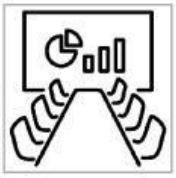
In the office

6. Look at parts of the texts about the office. For each phrase in bold, choose the picture that shows its meaning.

A. Come to the break room to have lunch, make a cup of tea or simply **chat with a colleague**.

1. 
2. 

B. When you want to arrange a meeting, always remember to **book the room** to make sure it's empty and ready to use.

1.  
2.  

C. Employees do their work tasks at the workstations: they reply to emails or **prepare reports**.

1. 
2. 

D. The reception area is also the place where you can **print a document**.

1. 
2. 

7. Answer the questions.

EXAMPLE: *I chatted with a colleague last week. We talked about our families. He has a partner and two sons. I told him about my sister.*



- When was the last time you
  - chatted with a colleague, your boss or a friend?
  - printed a document or a photo?
  - booked a room, a ticket, or a table in a restaurant?
  - prepared a report or a presentation?

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In the office

8. **Listen to a recording [https://youtu.be/C3AeUARNDXM] in which two employees have a conversation in the office from ex. 2. Then, write down two things you learned about this office and the people in it.**

9. **Look at part of the conversation and guess which two words are missing in each gap. Then, listen to the recording again and check your answers.**

   a: I have a call with a customer tomorrow, but it can be very loud at the workstations. Where (A) _____ have a quiet conversation?

   b: (B) _____ use one of the phone booths.

   a: Where are they?

   b: There are three phone booths next to (C) _____ .

   a: I see. And can I also use the conference room?

   b: Yes, but you need to (D) _____ first.

   a: How can I do that?

   b: Go online and choose the (E) _____ in the calendar.

   a: Perfect, thanks! Just one more thing – where can I (F) _____ document?

   b: You can do that in the (G) _____ .

10. **Cover the dialogue in ex. 9 and listen to the recording again. Your teacher will stop the recording from time to time. Answer the question you heard before the recording stopped.**

11. **Imagine you work at the same office as the people in the recording. Work in pairs. Your teacher will give you cards with questions. Student A, read the first question to Student B and wait for their answer. Say if the answer is correct. Then, take turns asking and answering the rest of the questions.**

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