opinions about *offices*



Qs:

1. *What kinds of work do people do in offices?*
2. *When was the last time you visited an office?*

- **Now, read the sentences below. Circle the numbers that best express your opinions.**
- **Then, compare your answers with your classmates. Give reasons.**

Working in an office is fun.	1	2	3	4	5
Paper cutters are dangerous.	1	2	3	4	5
Every office must have a photocopier.	1	2	3	4	5
Being an office secretary would be a great job.	1	2	3	4	5
Fax machines are not important anymore because of the Internet.	1	2	3	4	5
Being an office manager would be a great job.	1	2	3	4	5
Office work is bad for your health because you have to sit down most of the time.	1	2	3	4	5
Office staff should have lunch breaks that last for 90 minutes.	1	2	3	4	5
Most office jobs offer high salaries.	1	2	3	4	5
Most office furniture is beautiful and comfortable.	1	2	3	4	5
Office meetings are fun.	1	2	3	4	5
In the future, offices will only be found on the Internet – not in office buildings.	1	2	3	4	5

POSSIBLE ANSWERS

5 I agree completely
4 I mostly agree
3 I'm not sure
2 I mostly disagree
1 I disagree completely



[Office conversations]

LIVEWORKSHEETS

Focus

1 Work with a partner. Practise this conversation.
Student A: You are in your place of work. Welcome a new visitor and talk about your workplace.
Student B: You are the visitor. Ask Student A questions about his/her job, company and place of work.

2 Swap roles in 1 and repeat the conversation.

3 01 Watch five people talking about their job, company and place of work. Make notes about their answers in the table.

	Job	Company	Place of work
Speaker 1			
Speaker 2			
Speaker 3			
Speaker 4			
Speaker 5			

4 Compare your notes in 3 with a partner.

Describing an office

5 Read these groups of words for describing an office. Which word is NOT correct in each group?
1 Furniture: desk, shelves, webcam, chair
2 Equipment: phone, printer, door, laptop
3 Age: modern, new, quiet, old
4 Facilities: kitchen, client, toilets, parking
5 Size: noisy, small, big, medium-sized
6 Appearance: fast, attractive, beautiful, light



LIVEWORKSHEETS

ADJECTIVES (Describing Places)



ADJECTIVE	OPPOSITE	ADJECTIVE	OPPOSITE	ADJECTIVE	OPPOSITE
beautiful	ugly	large	small	relaxing	stressful
bright	dark	modern	traditional	spacious	cramped
clean	dirty	neat	messy	terrific	terrible
empty	crowded	new	old	unusual	ordinary
interesting	boring	quiet	noisy	well-known	unknown

- ***Fill in the blanks below to complete the sentences. Use the words in the box above.***

1. I like to study at our school library. It isn't noisy, it's very quiet.
2. Many people from all over the world visit that museum. It's quite _____.
3. Our living room has many large windows, so it's _____, especially in the morning.
4. Many people eat at that restaurant. It's always _____. It's never empty.
5. My apartment building is very _____. I live on the 36th floor.
6. The park near my home is _____. It has many flowers and trees.
7. I don't like that shopping mall. There's nothing to do there. It's _____.
8. My bedroom was too _____, so my mother asked me to pick up my toys.
9. That department store was built just a few months ago. It's _____.
10. My home isn't unusual, it's really quite _____.
11. The fish market in our town is the same as fish markets a hundred years ago. I guess you could say it's very _____.
12. Unfortunately, my office is too noisy, busy and crowded, so it's _____.
13. There's a _____ coffee shop near here. I really think it's great! Let's go.
14. Hospitals are always very _____. They're not dirty.
15. A: Is your new home spacious? B: No, it's small and _____.

LIVEWORKSHEETS



6 02 Watch a video of different offices. Which words in 5 describe what you see?

7 Work with a partner. Describe your office or place of work using the words in 5.

Example: It has three desks with phones. It's modern and there are good facilities.

Looking at offices





8 03 Tom Sutherland is a web designer. At the moment he works from home but he needs an office. Watch Part 1 of the video and answer questions 1–3.

1 Why does Tom want a new office?
2 Where is the first office?
3 What equipment and facilities are there in the first office?

9 04 Now watch Part 2 of the video and answer questions 1–3.

1 Where is the second office?
2 What equipment and facilities are there in the second office?
3 Can Tom decide?

10 05 Watch the whole video again. Write down positive and negative things about each office.

	Positive	Negative
Office 1		
Office 2		

Choosing an office

11 Work with a partner. Which is the best office for Tom? Discuss these things:

- the location and facilities
- the furniture and equipment
- the age, size and appearance

12 Present your answers in 11 to the class. Do you all agree? Why/Why not?





Picture description, at the office

5 Office-related Idioms and Phrases

LIVEWORKSHEETS

Advice Column

problems about *offices*

■ Read the problems below and discuss possible solutions.



Ask Anita!

Dear Anita,

I'm a secretary in a large company and I like my job most of the time, but I have a problem. Sometimes I feel that my nine-to-five job is a little boring. I file papers and type letters and photocopy reports – I do the same thing every day! I don't want to change my job. I just want to know how I can make my job more interesting. Do you have any ideas?

Alison

Dear Anita,

My husband and I are starting our own small business, and we still need to buy the following things: (1) a computer, (2) a desk, (3) a fax machine, (4) a file cabinet, (5) a photocopier, and (6) a telephone. The problem is that we don't have enough money yet to buy all of these things. Right now we only have enough money to buy three of them. Which three things do you think are most important for a company, Anita?

Margaret

Dear Anita,

Last week our boss had a meeting for all the staff, all one hundred people. He said the company isn't making very much money, so everyone needs to work much harder than before. The lunch break will be only 30 minutes, and we will not have any more morning or afternoon coffee breaks. Of course, we aren't happy about this, because we already work so hard, but what can we do?

Gerald



■ Compare your solutions with different classmates. Do you agree or disagree with their ideas?

LIVEWORKSHEETS

Watch the video:

1) Day in the Life of a Google London Employee (+ Office Tour)

HW 2) Inside LinkedIn's New Hybrid Office With More Than 75 Seating Types

LIVEWORKSHEETS