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Unit 4 Offices

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www.longman-elt.com www.economist.com

A place to work



Keynotes

We can use the word **office** to describe the building that a company is in or an individual room where employees work. Many workers **share an office** or have a **desk** in an **open-plan** office. Modern technology now makes it easier for people to have a **home office**, so our work life and home life are closer than ever before.

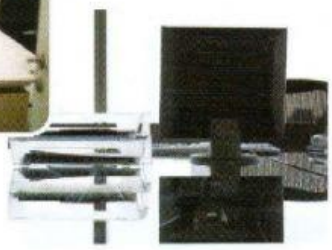
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Preview



1 _____



2 _____



3 _____



4 _____

1 Label the offices with the words in the box.

modern	open-plan	shared	traditional

2 Discuss the questions.

What kind of desk do you work at? Is it similar to any of the pictures above? Which of the offices would you like to work in? Why?

3 Are you the kind of person who likes a tidy place to work? Do the questionnaire about offices.

How tidy are you?

Which describes you best – A, B or C?

1 Your friend phones to say that she is coming to visit in five minutes. Do you ...
- A wait for her to arrive – there is nothing you need to do?
- B tidy one or two things and then relax?
- C panic – you need more than five minutes to tidy up?

2 You receive an important letter. You read it. What do you do next?
- A File it immediately.
- B File it later.
- C Put it under all the other papers.

3 A colleague asks to use your office to speak to an important client. Do you ...
- A agree – but ask your colleague not to move anything on your desk?
- B agree – but ask your colleague to wait for a moment while you tidy?
- C say no – the office is too untidy?

4 You need to find a document. How long does it take?
- A Five minutes – you have a lot of files and you need to remember where it is.
- B One minute – you don't have many files, so you find things quickly.
- C Fifteen minutes – you know it's on your desk ... somewhere!

Look at the analysis on page 145.

Speaking **Do you agree with the analysis on page 145? Why? / Why not?**

Reading **1** Read the article on the opposite page. Choose the sentence a–c that best describes the main point.

a All employees have tidy desks.

b A tidy desk isn't always important.

c We don't like desks.

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2 Read the article again and answer the questions.

1 What things made from paper does the writer have on his desk?
2 What is next to the keyboard?
3 Where do workers usually put their documents?
4 How much time do people with untidy desks spend looking for things each day?
5 How many types of worker does the article mention?
6 What are the disadvantages of being a 'filer'?
7 What are the advantages of being a 'piler'?
8 What should you do next time you tidy your desk?

The Economist



A tidy desk?

The paperless office

Leave my desk alone. It works

[1] I'm writing this article at my desk. It isn't a tidy desk – there are lots of things on it (books, brochures, files, notepads and newspapers). There are six pens and some documents next to the keyboard and there's a printer under my chair. It isn't a problem, and there are a lot of desks like mine in The Economist's offices.

[2] But in many companies it's very important to have a tidy office. Some companies say that workers can't leave documents or paper on their desk at the end of the day. Employees put all the documents into filing cabinets or drawers. Experts say that a person who works at an untidy desk is not organised and spends about one-and-a-half hours a day looking for things. An organised worker always has a tidy workspace.

[3] But is that true? Research shows that there are two types of worker. The first type is the 'filer'. They receive a document and immediately file it. The second type is the 'piler'. They have piles of paper on their desk. Who do you think can find things quickly? The answer may surprise you.

[4] Workers who file everything have a tidy desk, but they file too much. There are two main problems with this. First, the files and filing cabinets take a lot of space in the office. And second, there are so many files that it takes time to remember where a particular document is.

[5] Now let's look at 'pilers'. They often have an untidy desk, but they aren't always disorganised. Some experts say that a busy desk helps 'pilers' to think about current projects and makes it easy to find documents.

[6] So next time you tidy your desk, stop and think. Perhaps an untidy desk makes it easier to find things! ■

The Economist

Glossary

expert (n) a person who knows a lot about a subject

research (n) the study of a subject to find new information

disorganised (adj) not organised

current (adj) happening at the moment

Speaking

1 Which kind of worker are you – a 'filer' or a 'piler'? Why? Do you tidy things on your computer in the same way?

2 Who is more likely to have a tidy work area – someone who works from home or someone who works in an open-plan office? Why?

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Vocabulary **1** Label the pictures with the words in the box.

file keyboard shredder bookcase printer ~~chair~~
stapler envelope mouse cupboard paperclip sofa


1 chair


2 _____


3 _____


4 _____


5 _____


6 _____


7 _____


8 _____

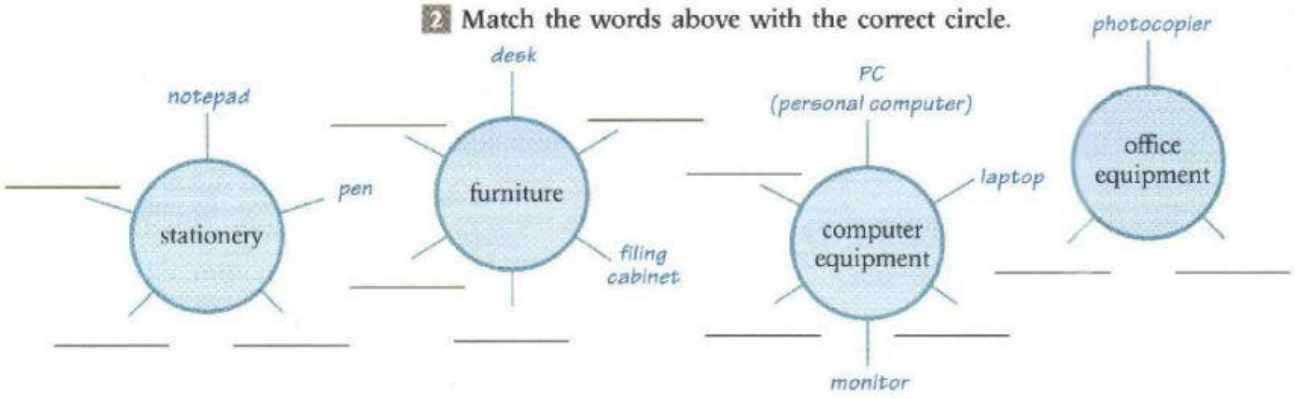

9 _____


10 _____


11 _____


12 _____

2 Match the words above with the correct circle.



3 Complete the sentences with the correct word in italics.

1 Use your *printer* / (*pen*) to write notes.
2 There's a problem with my computer – the *monitor* / *shredder* doesn't work.
3 The dictionary is in the *sofa* / *bookcase*.
4 Put the stationery in the *keyboard* / *cupboard*, please.
5 Do you want an *envelope* / *mouse* for your letter?
6 I need to attach a document to this letter. Do you have a *file* / *paperclip*?
7 Make three copies of this document on the *photocopier* / *stapler*.
8 Is the contract in the *chair* / *filing cabinet*?

Speaking **Choose two items from each group in exercise 2 that you think are most useful in an office. Compare your list with a partner.**

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Language check 1

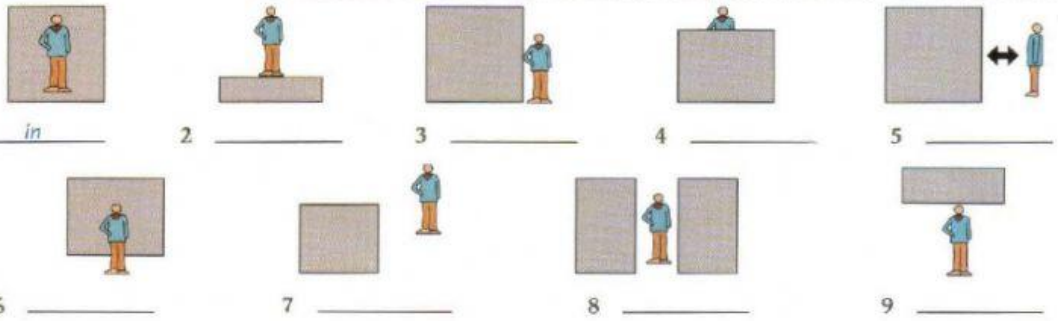
Prepositions of place

We use prepositions of place to describe where things are.

There are four files ***on*** *the desk.* *There's a printer* ***under*** *my chair.*

Label the pictures with the words in the box.

on	next to	~~in~~	opposite	behind	under	between
near	in front of					



1 *in* 2 _____ 3 _____ 4 _____ 5 _____

6 _____ 7 _____ 8 _____ 9 _____

For more information, see pages 158 and 159.

Listening 1

1 **Listen to three people describing their offices. Which speaker (1, 2 or 3) talks about this office?**



2 **Complete the texts with prepositions. Listen again and check.**

1 There is a PC and a telephone [1] *on* the desk. The printer is [2] _____ the desk. There's a bookcase [3] _____ the filing cabinet.

2 My desk is [4] _____ the door. The monitor is [5] _____ the printer. All my files are [6] _____ the cupboard. It's [7] _____ the photocopier and the bookcase.

3 I sit [8] _____ my sofa with a laptop. The sofa is [9] _____ the door. There's a bookcase [10] _____ the sofa. There are two filing cabinets [11] _____ the bookcase.

Working English

We often use *there is* or *there are* when we describe what is in a place.

There is *(There's) a file next to the PC.*
There is not *(There isn't) a file next to the PC.*
There are *six pens on the desk.*
There are not *(There aren't) six pens on the desk.*

Speaking

Take turns to describe your own desk or office. Then listen and make notes about your partner's desk / office.

There's a sofa near the door. *There are two windows.*

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Language check 2

The imperative

We often use imperatives to give instructions or orders. Study the examples and complete the rules below with *don't* and *to* (x2).

Positive	Negative
a *Tidy your desk.*	c *Don't tidy your desk.*
b *Use your pen to write notes.*	d *Don't use your pen to write notes.*

1 Positive imperatives use the infinitive of the verb without _____ .

2 Negative imperatives use _____ + the infinitive of the verb without _____ .

For more information, see page 159.

Working English

Imperatives give direct information. In everyday conversation it is usually polite to be less direct.

***Could you** tidy your desk, **please**?* is more polite than *Tidy your desk.*

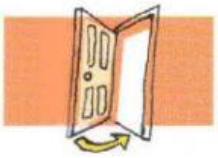
Practice

Look at the signs and use the verbs in the box to write instructions.

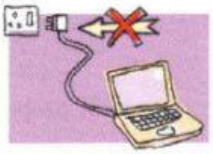
close open turn on ~~press~~ switch off plug in

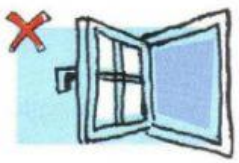






1 *Don't press the button.* 2 _____ 3 _____







4 _____ 5 _____ 6 _____

Listening 2

1 **Listen to Ian Lang from the IT department explaining to a colleague how to use a new laptop computer. Does Ian think that it is easy or difficult to use?**

2 **Listen again and complete Ian's instructions.**

1 _____ the laptop on the desk.
2 _____ the laptop.
3 _____ the lid.
4 _____ the black button.
5 _____ the green button.
6 _____ a moment.

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Career skills

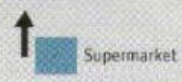
Directions

Look at these ways of giving directions and telling someone how to go from one place to another. Which phrases do you use to ask for directions? Which do you use to give directions?

a *Turn left / right at / after [the bank].*

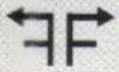


b *Go past [the supermarket].*



c *Where is [Palace Street]?*

d *Take the first / second turning [on the] right / left.*



e *How do I get to [the station]?*

f *Go straight on.*

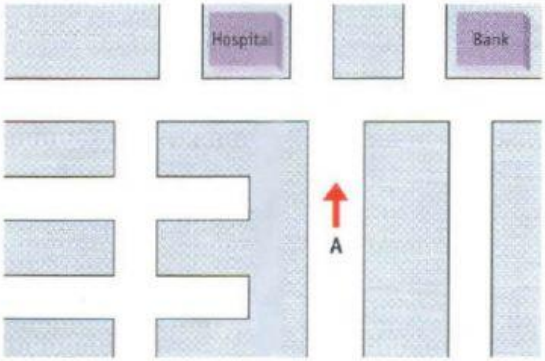


g *Go along / down [that road].*

Listening 3

1 Listen to Ken Milton asking for directions. Is he inside or outside?

2 Listen again and follow the directions from A on the map. Mark where Vigo Street is.



3 Complete the directions. Listen again and check.

Turn [1]_____ at the end of this street. Go [2]_____ that road, [3]_____ the hospital and then [4]_____ left. Then go [5]_____ and Vigo Street is the second street on the [6]_____ .

Listening 4

1 Ken Milton is at an office in Vigo Street. Listen to his conversation with the receptionist and complete the instructions with the correct word in *italics*.

1 Take the *lift / stairs* to the fourth floor.

2 Go down the *corridor / turning*.

2 Listen again. Follow the receptionist's directions and mark the finance director's office on the map on page 147.

Speaking

Work with a partner. Take turns to be the receptionist and a visitor. Use the information on your role card and the map on page 147 to ask for and give directions. Student A turn to page 138. Student B turn to page 142.

LIVEWORKSHEETS