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# Unit 4 Offices




Vocabulary: **Offices**
Language: **Prepositions of place; the imperative**
Career skills: **Directions**
Writing: **Email giving directions**

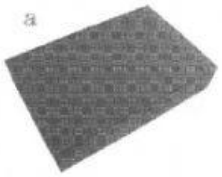
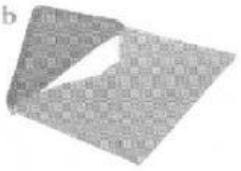
Listening

**1** Listen to four conversations. Which conversations 1–4 describe items a–d below?

a office equipment ☐
b computer equipment ☐
c furniture ☐
d stationery ☐

**2** Listen again and choose the correct picture a–c to answer the questions.

1 What does he want to put the letter in?

a 
b 
c 

2 What does she want?

a 
b 
c 

3 What does she say is comfortable?

a 
b 
c 

4 What does he have a problem with?

a 
b 
c 



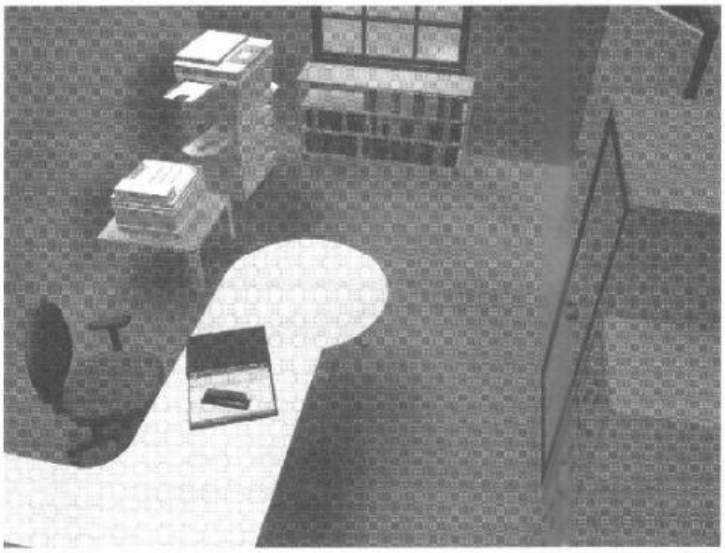
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Language check 1

**Complete the sentences about the picture with the prepositions in the box.**

| on | next to | opposite | in | behind | under |
|---|---|---|---|---|---|
| between | ~~in front of~~ | | | | |



1 The bookcase is *in front of* the window.
2 The filing cabinet is _____ the desk.
3 There is a table _____ the desk and the photocopier.
4 The printer is _____ the table.
5 The chair is _____ the desk.
6 The file is _____ the stapler.
7 The cupboard is _____ the door.
8 The books are _____ the bookcase.

Vocabulary

**Choose the correct words a–d below to complete the text.**

People work in many different types of office. Many workers [1] *c* an office with one or more people. In a survey, 25 percent of workers say that it is a problem when colleagues in their office [2] _____ their office equipment and stationery. In some offices, employees share a desk. Claire Woods says, 'I share a desk and it isn't a problem. My colleague and I agree to keep the desk clean and [3] _____'. 20 percent of workers say that they prefer to work in an [4] _____ plan office because it is useful to talk to other employees about work. The survey shows that 35 percent of managers prefer not to share an office. Their employees agree: 65 percent of staff don't want to have a desk [5] _____ their boss.

| | | | | |
|---|---|---|---|---|
| 1 | a work | b give | c share | d keep |
| 2 | a buy | b use | c have | d find |
| 3 | a small | b big | c untidy | d tidy |
| 4 | a in | b off | c open | d close |
| 5 | a near | b on | c between | d under |



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Language check 2

**1** **Tick (✓) the sentences that use the imperative.**

1 ☐ I want to open the window.
2 ☐ Close the door, please.
3 ☐ Put the document on my desk.
4 ☐ Do you want me to turn off the light?
5 ☐ Don't turn on the computer.
6 ☐ You don't press the red button.

**2** **Look at the instructions below. For 1–6 cross out the unnecessary words to make imperative sentences.**

## To use the DVD player

1. You should plug in the machine.
2. It's a good idea to turn on the red button.
3. It's important to press the 'on' button.
4. Then you open the DVD player.
5. I want you to unplug the machine after use.
6. Problems with the DVD player? You can call Arturo on 4284.

Writing

**Look at the emails and the map. Write a reply (50–70 words) to Horst and give him the information he wants. Then compare your answer with the suggested answer on page 92.**

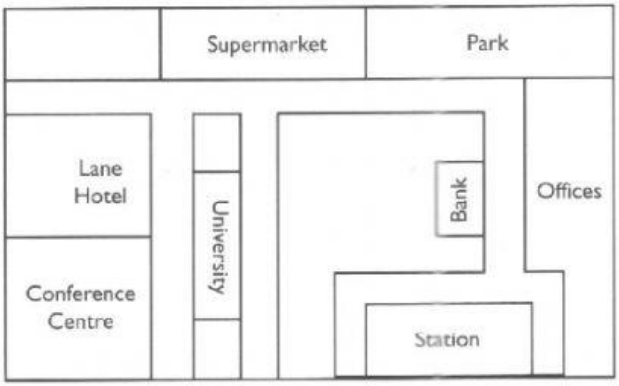
Hi
Can you give me directions from the train station to the conference centre, please?

See you at the conference.

Thanks,
Horst.

Hi Horst
Here are the directions to the conference centre from the station.

Come out of the station and go along ...






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Reading

**1** **Read the article. Which of these sentences summarises it best?**

a Get exercise at the office.
b Go to the gym after work.
c Workers don't like exercise.

**2** **Read the article again and choose the correct answer a–c to complete the sentences.**

1 The 'vertical workstation' helps employees to exercise *at the same time as* they work.
a at the same time as b before c after

2 It is possible to put a computer and a _____ on the desk.
a printer b shredder c keyboard

3 It is useful for people who find it _____ to go to the gym.
a easy b expensive c difficult

4 It is _____ to use the desk with a chair.
a impossible b difficult c possible

5 People use _____ energy with the machine than with a normal desk.
a the same b more c less

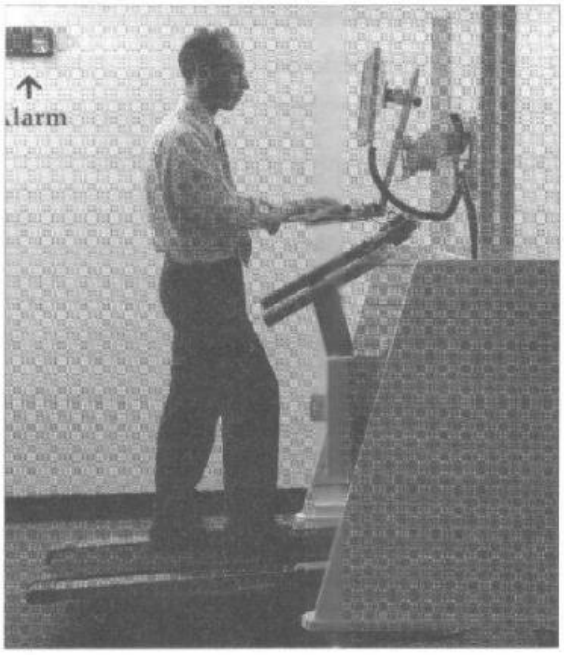
# The workout you can do at work

**Workers can lose weight by walking as they work.**

Obesity experts have designed a 'vertical workstation' treadmill that allows the overweight to exercise on a treadmill without leaving the comfort of their desks.

A 'vertical workstation' is a machine designed by experts. It allows workers to exercise without leaving their desks. The 'vertical workstation' is a high desk. It has a place for a computer and keyboard. Under the desk is a treadmill. The desk is made of steel and plastic. It also contains space for pens, papers and flower vases.

Office workers who find it hard to visit the gym can exercise as they work. They simply get on the treadmill and type while they walk. When workers don't want to use the treadmill, they can use the desk with a normal office chair. Men and women who use the machine use three times more energy than they use when they sit at a desk. The desk's designers, from the Mayo Clinic in New York, say that people who use it for just three hours a day can lose up to 25 kilos in a year.





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