

10 Facilities

Starting point

1 Work with a partner. List as many places of work as you can in two minutes.

2 Which ones would you most like to work in? Which ones would you least like to work in? Give reasons for your answers.

Working with words | Describing a place of work

1 What do you know about Google's offices? What kinds of facilities do you think they have?



2 Read the article and answer the questions.

1 How did the company change its workplace?
2 What facilities does it provide?
3 What are the advantages of this kind of workspace?

GOOGLE OFFICES

When Google decided to remodel its London Headquarters, it began by knocking down the walls and getting rid of any **old-fashioned** office furniture. Into the empty space, they mixed **hi-tech** video-conferencing facilities alongside **spacious** breakout areas, including one which has grass, deckchairs and even a rowing boat – good for one-to-one meetings.

'You won't find private offices. We prefer **open-plan** spaces,' explains Nelson Mattos, Vice President for Product and Engineering. 'Our experience is that a **comfortable**, open and **fun** environment encourages creativity and openness. Open spaces make chance interactions more likely, and chance interactions often lead to the greatest ideas.'

Many of these chance interactions probably take place in the **futuristic** corridor that links the different spaces. Along its walls are whiteboards with the notes and scribbles left by employees. At one end, there's a **state-of-the-art** presentation suite which looks like a small cinema – it even has film posters on the walls.

And for employees who need a break from this **stress-free** environment, there's a gym, and a games room with pool table and video games console. If you like music, there's even a **fully-equipped** music room where colleagues can jam together. The company believes it all goes towards generating new ideas and keeping employees at the top of their game.

Glossary

to jam *(v)* to play music with other people

at the top of your game *(idiom)* to be the very best at what you do

LIVEWORKSHEETS

3 Which of the facilities at Google does your workplace have? Which facilities would you like to have? Why?

4 Match the adjectives in **bold** from the text in **2** to definitions 1–9. One answer matches two adjectives.

1 out-of-date _____
2 the most modern and up-to-date _____
3 few or no walls separating workspaces _____
4 lots of room, not cramped _____
5 relaxing _____
6 pleasant (to be in) _____
7 in the style of science fiction _____
8 not boring _____
9 has everything _____

5 Work with a partner. Take turns to describe your place of work. Use some of the facilities below and adjectives in **4**.



6 ▶10.1 Listen to two people talking about workspaces and facilities. What adjectives do they use to describe them?

Speaker 1: _____ _____ _____
Speaker 2: _____ _____ _____ _____

7 The speakers use these adverbs to intensify the adjectives. Write them in the correct position on the scale, from weak to strong.

very *really* *fairly* *not very* *extremely* *pretty* *not exactly*

weak → strong

8 ▶10.1 Listen again and match the adverbs in **7** to the adjectives in **6**.

» For more exercises, go to **Practice file 10** on page 124.

9 Work with a partner. Take turns to describe the following, using adverb + adjective combinations.

- Your ideal place of work
- Your favourite building in the world
- Part of the building you work in which you don't like so much
- A place where you often relax

10 Work with a partner. You are going to talk about some different types of places

Tip | *like*

We use *like* in different ways to describe something.

What you enjoy:
*I **like** listening to music while I work.*

Appearance:
*It looks **like** a cinema.*

Asking for general description:
*What are your offices **like**?*
A bit old-fashioned.

LIVEWORKSHEETS

Look at this website with offices to rent. Take turns to choose a property and describe it to your partner. Use different adverbs and adjectives to describe it. Your partner must guess which property it is.

TOP OFFICE RENTALS

Property 1
Fallows Court Offices

5 individual offices on 3rd floor of four-floor building.

Location: Off motorway. Excellent parking. 1 km from mainline station.

Built: 2015

Facilities: Conference room, Reception area, Shared kitchen on 2nd floor. No shops or cafés near.

Property 2
High Towers

Open plan office for approximately 15 staff.
3 individual offices.

Location: City centre. Bus stop outside. No parking.

Built: 1998

Facilities: Shops and cafés nearby. Membership of local gym.

Property 3
Watson's Wharf

50 cubical offices with 2 large breakout areas on 5th floor. Previously used as call centre.

Built: 2002

Location: 3 km from city centre with cycle path. Parking and bus stop.

Facilities: Canteen on ground floor. Also use of locker room and showers.

Property 4
The Old Warehouse

2 open plan areas with 5 offices and conference room.

Built: Original warehouse built in 1910, renovated in 2003.

Location: 0.5 km from airport. Shuttle bus from city centre (25 minutes). Parking.

Facilities: Canteen. Small shared gym and changing rooms with showers. Fitness classes held three evenings a week.

LIVEWORKSHEETS

Language at work | Quantifiers



1 What kind of health and safety rules do you have at work? How do they protect employees?

2 Read part of an information leaflet about workplace health and safety facilities. Write the following headings in 1–3:
Health *Safety* *Welfare*

Employers must provide the right workplace facilities for everyone in your workplace. These include:

1 _____	2 _____	3 _____
• Drinking water • A place to store clothing • Somewhere to take breaks	• Suitable lighting • A clean workspace • Comfortable seating	• Clearly marked fire exits • Windows that can be opened in all rooms

3 ▶10.2 Listen to two conversations between a health and safety inspector and an employer. Tick (✓) the items in the leaflet they discuss.

4 ▶10.2 Complete the sentences with the quantifiers from the list. Then listen again and check.
much *some* *a little* *a lot of* *not many* *any* *a few* *any* *many*

1 _____ *employees* cycle to work and get changed in here.
2 How _____ *people* use this facility?
3 There isn't _____ *space* for 20.
4 We also have _____ *lockers* along the wall outside.
5 Are there _____ *places* for staff to go during their breaks?
6 This room has a table and _____ *chairs*.
7 To be honest, _____ *staff* use it.
8 It doesn't have _____ *windows*.
9 Perhaps _____ *paint* on the walls might improve it.

5 Put the nouns in *italics* from **4** into these categories.
1 Countable nouns _____
2 Uncountable nouns _____

6 Complete the information in the *Language point* with the quantifiers from **4**. Use the quantifiers more than once.

LANGUAGE POINT

1 quantifiers used with countable nouns *some, many,* _____
2 quantifiers used with uncountable nouns _____
3 talk about small quantities/amounts _____
4 talk about large quantities/amounts _____
5 ask questions about quantities/amounts _____
6 make negative statements about quantities and amounts _____

LIVEWORKSHEETS

7 Underline the correct words in *italics*. In one sentence, both words are correct.

1 How *much / many* free time do employees have at lunchtime?
2 There's *many / a lot of* extra space in my office. Most of the cupboards are empty.
3 Do you have *much / any* facilities for people with children?
4 *A few / A little* people were interested in your suggestion for starting a choir but most didn't reply.
5 Since the café closed, we don't have *some / any* good places to go for lunch.
6 There's *some / a few* space over there for chairs and a table.
7 There's only *a few / a little* coffee left in the jar. Can we order some more?
8 Not *many / a lot of* companies have facilities for musical instruments.

» For more exercises, go to **Practice file 10** on page 125.

8 Work with a partner. Take turns to ask and answer questions about these facilities for staff in your workplace.

- Lockers and storage facilities
- Water coolers
- Areas to relax
- Exercise facilities (e.g. a gym)
- Places to eat and make drinks
- Parking spaces
- Meeting rooms
- Other?

Example: ***A*** *Do you have any lockers for employees?*
B *No, there aren't any lockers for employees but there is a lot of space next to everyone's desk.*

LIVEWORKSHEETS