

## Workplace

**Lead-in 1A** Which of these facilities do you have at work / where you study?



a meeting room



a car park



an area for relaxing



a canteen or kitchen area



a workspace

**B** Which ones do you use?

**2A** Read the survey. Write the headings in the box in the correct place (A-D).



Meetings and meeting rooms   Other facilities   The work day   The workplace

### EMPLOYEE SURVEY

In order to make our workspace and facilities better, we would like your opinion on how to improve it. Please complete the survey and give extra information where possible.

**A**

1 How do you get to work?

☐ Bicycle   ☐ Car   ☐ Motorcycle   ☐ Public transport   ☐ Walk   ☐ Other

2 What are your working hours?

3 How much time do you spend at your desk?

**B**

4 Which department do you work in?

5 Do you have a problem with noise in your work area?   ☐ Yes   ☐ Sometimes   ☐ No

6 Does your workspace have a desk lamp?   ☐ Yes   ☐ No

**C**

7 How many hours a week do you spend in meetings?   ☐ 0-2   ☐ 2-5   ☐ More than 5

8 Does your office have enough meeting rooms?   ☐ Yes   ☐ No

9 How often do you have problems booking meeting rooms?

☐ Never   ☐ Sometimes   ☐ Often   ☐ Always   ☐ I don't book them

**D**

10 How often do you use the company gym?

11 How many times a week do you eat in the canteen?

12 Where do you take a break?

**B** Match the answers (a-f) with six questions in the survey.

**a** Production.

**b** From 9.00 a.m. to 5.30 p.m.

**c** About three times a week - I like to exercise in the evening.

**d** Five - I have lunch there every day.

**e** About six hours per day.

**f** In the kitchen area.

**C** Work in pairs. Ask and answer the questions in the survey.

**1A**  P1.06 Listen and repeat the weak and strong pronunciation of *are*, *do* and *does*.

are are are are  
do do do do  
does does does does

**B**  P1.07 Listen and repeat the questions and answers.

- 1 **A:** Are they your colleagues?  
**B:** Yes, they are.
- 2 **A:** Do you travel for work?  
**B:** Yes, I do.
- 3 **A:** Does he live in Germany?  
**B:** Yes, he does.

**2A**  P1.08 Listen to the questions. Do they go up (↑) or down (↓) at the end?

- 1 Are you busy now? ↑  
What time are you available? ↓
- 2 Are they at the meeting?  
Where are they?
- 3 Do you get to work by bus?  
How do you get to work?
- 4 Do they eat in the canteen?  
Where do they eat?
- 5 Does your office have quiet areas?  
What facilities does it have?
- 6 Does she work here?  
Which department does she work in?

**3** Put the words in order to make questions.

- 1 are / working / your / what / hours / ?
- 2 office / your / workspaces / does / enough / have / ?
- 3 have / an area / does / for relaxing / your office / ?
- 4 gym / the / you / use / do / ?
- 5 is / where / area / the kitchen / ?
- 6 work / you / what / do / time / start / ?
- 7 does / your / when / finish / day / ?
- 8 your / does / have / company / a car park / ?

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#### 4A Complete the questions with the correct word.

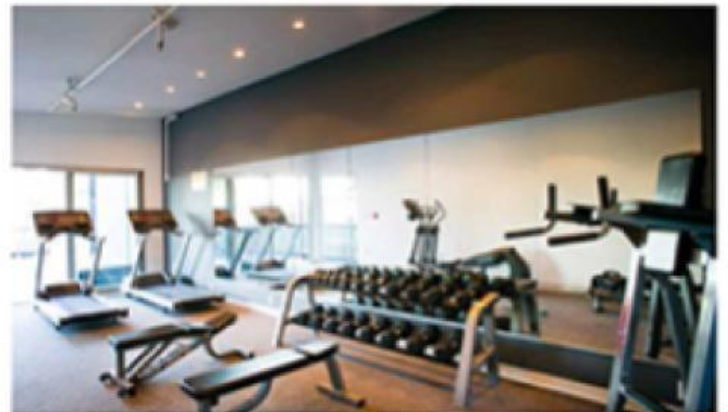
- 1 Where \_\_\_\_\_ the gym?
- 2 \_\_\_\_\_ the office have a kitchen area?
- 3 What time \_\_\_\_\_ you usually take a break?
- 4 What \_\_\_\_\_ the canteen's opening times?
- 5 How long \_\_\_\_\_ your lunch break?
- 6 \_\_\_\_\_ you usually work from home on Friday?
- 7 \_\_\_\_\_ the office have a space for relaxing?
- 8 \_\_\_\_\_ often do you book a meeting room?

#### B Match the answers (a-h) with the questions (1-8) in Exercise 4A.

- |                                      |                                        |
|--------------------------------------|----------------------------------------|
| a About 11.00 a.m.                   | e Yes, it does.                        |
| b Yes, I do.                         | f About forty-five minutes.            |
| c On the second floor.               | g About two or three times a week.     |
| d 10.00 a.m. to 6.00 p.m. every day. | h Yes, it has a quiet room with sofas. |

#### 5A You want to improve facilities in your workplace or where you study. Write a survey to find out what people do and what facilities they use now. Ask eight questions. Use these ideas to help you.

- The workspace
- Meetings and meeting rooms
- The canteen
- Available computers/IT (projectors, etc.)
- Access (stairs/lifts)
- Quiet areas
- Gym facilities
- Other facilities
- Your own ideas



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