WORK SPACE

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Expemo code:
19Q7-P2RF-RHFN

1 Warm up

In pairs, discuss the following questions.

1. Do you have an office? Where is it?
2. How long does it take to travel to your office?
3. What other buildings are close to your office?
4. What are the other people in your office like?

2 Focus on vocabulary

Part A: Match the vocabulary to the definitions.

1. entrance (n)	a. in the room or building immediately to the right or left of somewhere
2. location (n)	b. the position or place where you can find something
3. next door (adv.)	c. only used by a certain person or group of people, not everyone can go in
4. outdoor (adj.)	d. a place in the kitchen that holds water is used to clean plates, cups, etc after eating.
5. private (adj.)	e. clean plates, cups etc. after eating
6. refrigerator (n)	f. a cupboard powered by electricity which keeps food and drinks cold
7. studio (n)	g. not in a building
8. wash up (phr. v)	h. the place where you go into the building
9. sink (n)	i. a room used for recording sound and film

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Part B: Underline the correct number of syllables for each of the words from Part A.

1. entrance (n) 1/2/3
2. location (n) 2/3/4
3. next door (adv.) 2/3/4
4. outdoor (adj.) 1/2/3
5. private (adj.) 1/2/3
6. refrigerator (n) 3/4/5
7. studio (n) 3/4/5
8. wash up (phr. v) 2/3/4
9. sink (n) 1/2/3

Now for all of the words of more than two syllables, decide which syllable is stressed.

Part C: Now write the vocabulary from Part A into the correct gaps in the following sentences.

1. Could you just get the milk for me from the _____?
2. The _____ to their office was beautiful with a huge door which opened on to the biggest room I have ever seen.
3. I was lucky enough to grow up with my best friend living in the house _____, so we saw each other every day.
4. I'm waiting for them to tell me the _____ of their office in Paris as I've not been there before.
5. Just leave your coffee cup in the _____. We have someone who cleans the kitchen at the end of the day.
6. He's a good manager, but he always leaves his cups and plates for someone else to _____. I think it's quite rude.
7. We're meeting them in a _____ room at the restaurant which they have reserved so we can talk without worrying about noise.
8. They have a beautiful _____ area next to the café where people go and take a break when it's not raining.
9. We've hired a _____ to use for filming the advert. It's cheaper than I expected.

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3 Skimming for gist

Read the description of a workplace on page four and answer the question below.

What type of company do you think the person describing their office works for?

a. a company that sells wine

b. a company that works in advertising

c. a company that makes cars

Come in

Where I work

I really enjoy working in our office. The windows are large so there's plenty of light and there's a lot of space. We're in a really good _____[1] as there is a train station near to us and it's really easy to get to by bus too. Most people come on public transport, but there is a small car park for those who drive. Best of all, there is a coffee shop _____[2] where you can go to have a break if you need it.

Our company is on the first two floors of the building, but there are six floors altogether. There are two other companies above us and a _____[3] area on the roof which we can use for social events, as long as we book it. It has a good view of the park across the street and the rest of the town.

There's also an _____[4] area at the back that we use which is very peaceful with grass to sit on in the warm weather and some really beautiful plants and flowers. When you go into the building, you walk in the _____[5], past the reception area to the right and our office is through there. We have a kitchen with a _____[6] where you can keep your lunch and there's a _____[7] so you can _____[8] your plates and cups afterwards, although not everyone does!

The second floor is a large _____[9] which we use to record music and we often have actors come to record their voices in there too. It can be a really exciting place to be as there's so much happening all the time. We sometimes have quite famous people coming in to record for us. The only thing I don't like is it can get quite hot in the summertime. If you open the windows to let air in, it's very noisy. But generally, I don't have any problems with it. It's a great place to work.

Now write the words from the vocabulary section into the correct gaps 1 – 9.

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4 Reading comprehension

Look at the sentences below. Read the text again and decide if they are true (T) or false (F).

1. It's not easy to see in the office. _____
2. You can easily travel to the office by public transport. _____
3. You don't have to go very far to buy a hot drink when you're in the office. _____
4. The person's company uses the whole building. _____
5. The company needs to plan ahead or make a reservation if they want to use the roof area. _____
6. Not everyone in the office is very clean and tidy. _____
7. The first floor is where music can be recorded. _____
8. The person prefers the office during the colder months. _____

5 Prepositions of place

Look at the photograph from one of the offices and read the description below.

Tristan is between Maureen and Sandra. Alan is sitting in front of Sandra. Maureen is standing behind Shona. Alan is holding his pen underneath some papers. Shona's arm is resting on the table. Next to the laptop is a book. Tristan is standing over the laptop.

First, underline all of the prepositions of place in the description.

Next, name all of the people in the photograph.

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Now, complete the following sentences with a preposition of place.

1. Sandra is standing _____ Alan.
2. The book is _____ the laptop and the cup.
3. Sandra is wearing a green top _____ her jacket.
4. The laptop is _____ Tristan.
5. Alan is wearing glasses _____ his head.
6. Shona is sitting _____ the laptop.

Write some sentences using the same prepositions of place to describe things around you at the moment.

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6 Listening comprehension

Look at the photograph and listen to the person describing where something is.

Can you say what it is?

1. _____
2. _____
3. _____

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7 Talking point

In pairs, discuss the following questions.

1. What would your perfect office look like? Describe it.
2. What do you like about the office that you work in?
3. What do you not like about the office that you work in?
4. What could you do to make the office you work in better?

8 Extended activity/Homework

Write a description of your office. Use the following prepositions of place.

- between
- next to
- in front of
- behind
- on
- over

Use the work you have done in today's lesson to help you.

You should:

- Write at least 100 words
- Check your spelling, grammar and punctuation.

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