

# 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** \_\_\_\_\_

- How do you get to work?  
 Bicycle    Car    Motorcycle    Public transport    Walk    Other
- What are your working hours?
- How much time do you spend at your desk?

**B** \_\_\_\_\_

- Which department do you work in?
- Do you have a problem with noise in your work area?    Yes    Sometimes    No
- Does your workspace have a desk lamp?    Yes    No

**C** \_\_\_\_\_

- How many hours a week do you spend in meetings?    0-2    2-5    More than 5
- Does your office have enough meeting rooms?    Yes    No
- How often do you have problems booking meeting rooms?  
 Never    Sometimes    Often    Always    I don't book them

**D** \_\_\_\_\_

- How often do you use the company gym?
- How many times a week do you eat in the canteen?
- Where do you take a break?

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

- Production.
- From 9.00 a.m. to 5.30 p.m.
- About three times a week - I like to exercise in the evening.
- Five - I have lunch there every day.
- About six hours per day.
- 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



bnm