

At the office/ Phoning

- Would you like to work in an office? Why? Why not?
- Describe typical office equipment
- What are the most common working hours in an office?
- What kind of work does an office worker do? Is that work easy? Are there any advantages of working in an office? Are there any disadvantages? What are office workers responsible for?
- Imagine you work in an office. Describe your typical day.
- Types of communication (face to face, by writing letters/ emails, texting, communication on the phone) – which one do you prefer and why? What are the advantages/ disadvantages of each type of communication?