



Unit 1 Talking politely
**LESSON 3 Would you please wait
in the office?**

LEARNING OBJECTIVE
**In this lesson, you will learn to speak
politely in the workplace.**

1 Warm-up

Which do you think are polite in the workplace?



May I have your name?



Come and help me.



Would you like to drink some coffee?



Wait here.



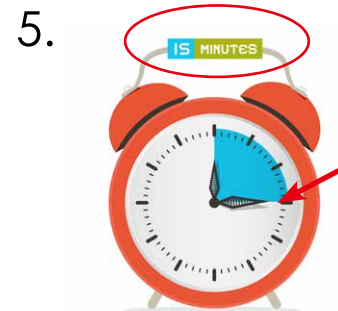
Please have a seat.

2 New words and expressions

Matching game



have a seat



appointment [ə'pɔɪntmənt]
meeting ['mi:tɪŋ]
have a seat [si:t]
in ... minutes ['mɪnɪts]
newspaper ['nju:zpeɪpə(r)]

Let's go through the sentences. Pay attention to the words in red.

- I have an **appointment** with my doctor at 3 p.m.
- Everyone is asked to give a five-minute talk at the **meeting**.
- Please **have a seat**. Mr. Lamb will be right back.
- I will finish the work **in fifteen minutes**.
- Mr. Brown is reading a **newspaper**.

3 Speaking naturally

1. Conversation and activity

(Mr. Lee is talking with Mr. Finn's secretary Jane.)

Mr. Lee: Good morning, I'm Jack Lee. I made an **appointment** with Mr. Finn.

Jane: Good morning, Mr. Lee. Mr. Finn is having a **meeting** now.

Would you please wait for him in his office?

Mr. Lee: Sure. Thanks.

(In Mr. Finn's office.)

Jane: Please **have a seat**. Would you like something to drink?

Mr. Lee: Just water, please.



Jane: He will be here with you shortly.

The meeting will finish **in fifteen minutes**.

Mr. Lee: Good to know. May I read the **newspaper** on the shelf?

Jane: Sure. I will be outside. Give me a shout if you need anything.

Practice the key sentences:

	Would you please open your mouth?
	Would you please ...?
	Would you please ...?

3 Speaking naturally

2. Conversation and comprehension

(Mr. Lee is talking with Mr. Finn's secretary Jane.)

Mr. Lee: Good morning, I'm Jack Lee. I made an **appointment** with Mr. Finn.

Jane: Good morning, Mr. Lee. Mr. Finn is having a **meeting** now.

Would you please wait for him in his office?

Mr. Lee: Sure. Thanks.

(In Mr. Finn's office.)

Jane: Please **have a seat**. Would you like something to drink?

Mr. Lee: Just water, please.

Jane: He will be here with you shortly.

The meeting will finish **in fifteen minutes**.

Mr. Lee: Good to know. May I read the **newspaper** on the shelf?

Jane: Sure. I will be outside. Give me a shout if you need anything.

Answer the questions:

1. What is Mr. Finn doing?

He is ...

2. Is Mr. Lee very polite? Why?

Yes, he is, because he always uses ...

3 Speaking naturally

3. Practice

Mr. Lee: Good morning, I'm Jack Lee. I made an appointment with Mr. Finn.

Jane: Good morning, Mr. Lee. Mr. Finn is having a now.

Would you please wait for him in his office?

Mr. Lee: Sure. Thanks.

(In Mr. Finn's office.)

Jane: Please . Would you like something to drink?

Mr. Lee: Just water, please.

Jane: He will be here with you shortly.

The meeting will finish fifteen minutes.

Mr. Lee: Good to know. May I read the on the shelf?

Jane: Sure. I will be outside. Give me a shout if you need anything.



4 Task

Speak out

Teacher Good morning ... Mr. Finn is ... now. Would you please wait for him in his office?

Sure ...

You

Teacher ...

...

You

Teacher ...

...

You

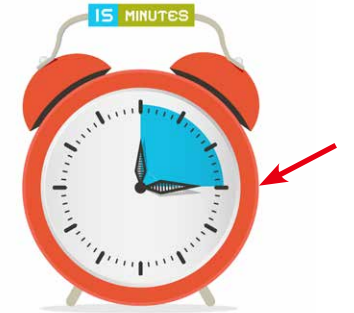
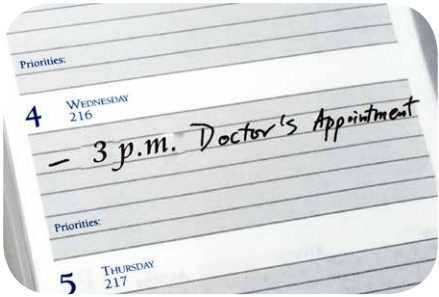
Word tips

- Many thanks.
- water/coffee/tea
- newspaper/magazine
- on the table/on the shelf

5 Summary

What did you learn in this lesson?

Words and phrases:



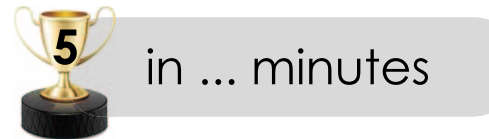
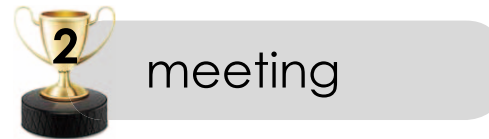
Sentences:

Let's check the next page!

5 Summary

You have learned the following vocabulary and sentence pattern to speak politely in the workplace.

Words and phrases:



Sentence pattern:



(Make a sentence)

