

# 5A | Hard sell

## Can do (tick ✓)

- ☐ I can do a market research survey.
- ☐ I can talk about my favourite brands.
- ☐ I can give a small presentation to a group of people.
- ☐ I can use *as* + adjective to talk about the differences and similarities between two things.

## Brand names

Are brand names important to you? Is it sensible to pay more money for a brand name product? Which brand names do you like? Which brands do you avoid?

## Diary

Is there a place you like to go to study English? Do you have a favourite shop where you buy your English books?

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## Comparatives

Think of some things that you own. Write some comparisons between them using these words and phrases.

*much cheaper   much more old-fashioned   better quality   as good as*



## Advertising

Do you like looking at adverts? Are they useful or annoying? What do you think about advertising to children at school? Is it OK or not? When is advertising not suitable?

## Advertisements

Here is a great new product: a pair of sunglasses with a built-in DVD and MP3 music player! Think of some adjectives to describe it and write a few sentences to make an advertisement for it.

### Sunglasses with DVD and MP3 player!



## Prefixes

How many words can you remember beginning with these prefixes?

dis:  
in:  
un:  
im:

### /s/, /z/ & /ʃ/

Look at the underlined letters. Some words are in the wrong column. Write them in the correct place.

/s/	/z/	/ʃ/
centre	adv <u>ice</u>	<u>sh</u> e
wa <u>s</u>	tr <u>ie</u> s	st <u>ati</u> on
no <u>s</u> e	pa <u>ti</u> ent	la <u>z</u> y

## Adjectives

Which two adjectives best describe you?

healthy patient fashionable successful impatient strong happy  
surprising busy reliable old-fashioned efficient stylish popular

# 5B | The office

Date: \_\_\_\_\_

## Can do (tick ✓)

- ☐ I can find the information I need in an article.
- ☐ I can share my opinions in a meeting.
- ☐ I can use comparing nouns to compare myself to other people.
- ☐ I can use phrases with comparatives and superlatives.

## The ideal office

Which of these items do you consider to be essential for an office?

filing cabinet   water fountain   coffee machine   printer   clock   calendar

Add three more items and say why you think they are important.

## Desk items

These items are commonly found on an office desk. What are they for?

stapler   paperclip   hole punch  
in-tray   rubber band



## The perfect boss

Put these qualities of a boss in order from 1 (= the most important) to 5.

- ☐ a good listener
- ☐ open to ideas
- ☐ always gives plenty of information
- ☐ fair – applies the same rules to everyone
- ☐ friendly

Complete this sentence.

The perfect boss should \_\_\_\_\_

## Joke

When I don't do it, I'm lazy.  
When my boss doesn't do it, he's too busy.

*Never do today that which will become  
someone else's responsibility tomorrow.*

David Brent (Ricky Gervais), *The Office*, BBC TV

# 5c | Paperwork

## Can do (tick✓)

- ☐ I can answer the phone in a company.
- ☐ I can understand someone placing an order on the phone.
- ☐ I can place an order on the phone.
- ☐ I can describe an office.



## Phoning

Do you like making phone calls connected with work or business?  
What are the most annoying things about phoning a business company (e.g. automatic systems, answering machines, holding on for a long time)?

## Phone expressions

Can you remember a complete phone expression with each of these words in it?

hold

leave

take

## Office supplies

How many office supplies can you list in one minute? Time yourself.

*biro, pencil ...*

## Diary

How much writing do you do in English? What kinds of text do you find the most difficult to write?

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