

LANGUAGE

English

LEVEL

Beginner

NUMBER

EN_BE_1211V

lingoda



Goals

- Can recognise and understand basic new vocabulary about office and computer equipment
- Can use new words and phrases to form simple sentences describing my desk at work







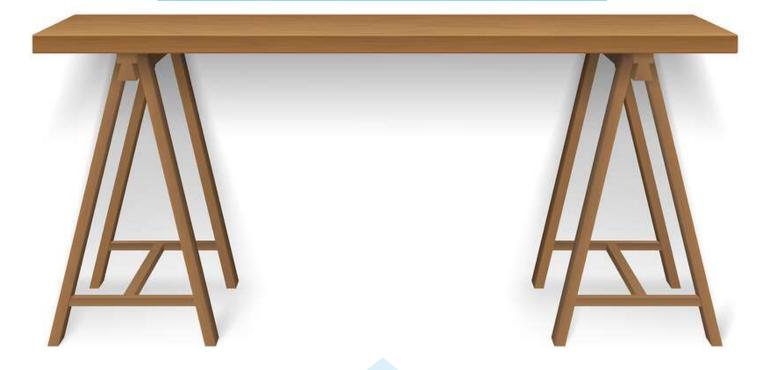
Preview and warm-up

■ In this lesson you are going to **learn words** to talk about things in your **office**.



This is my desk.

desk



We work on a desk.

chair

We sit on a **chair** at our desks.



This is my **chair**.



These **pens** are lots of colours.



New words

paper

notebook

We write on **paper**.

We write in a **notebook**.







New words

drawers

plant

We put documents in **drawers**.

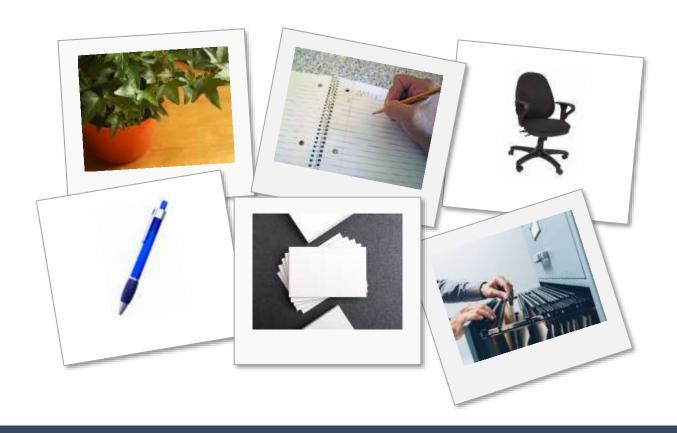
People often have **plants** in their office.







What can you see in the pictures?







Fill in the gaps

Fill in the gaps with the words below.

notebook desk chair drawers

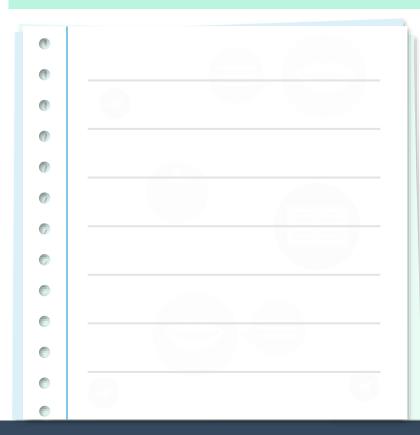
- 1. I sit on a _____ in my office.
- 2. I have a plant on my ______.
- 3. I always have a _____ and a pen on my desk.
- 4. I have some _____ in my desk.







Write what you can see in the picture. What is the woman doing?







New words

computer

laptop

A **computer** sits on our desk.

We can take a **laptop** anywhere.



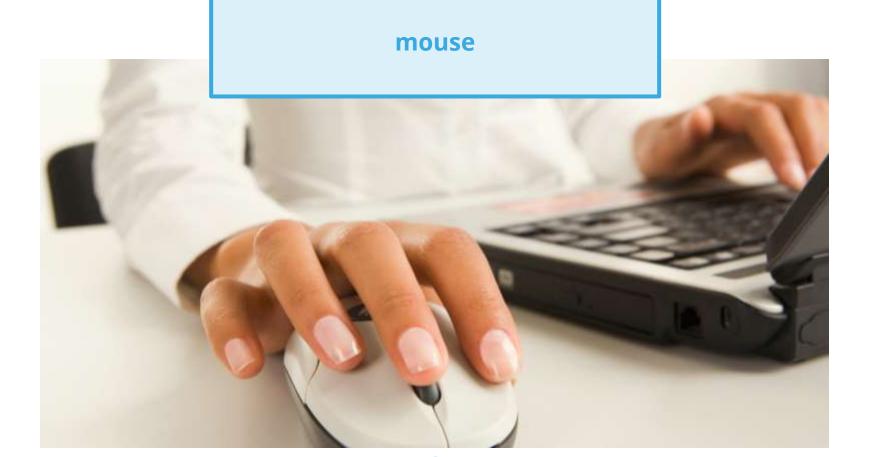


screen

Computers and laptops have screens.



We look at the computer **screen**.



We use a **mouse** to click on things.





We type with a **keyboard**.



New words

printer

photocopier

This is a **printer**.

We use a **photocopier** to copy things.







What can you see in these pictures?















Look at the picture. Which of the sentences on the right are true?



- There is a notebook but no pen on the desk.
- 2. There is some paper on the desk.
- 3. There is a computer with a mouse on the desk.
- 4. There is a plant next to the desk.
- 5. The person is drinking coffee.



My office

Sam: I really like my office. I have a white desk and a nice chair. I always have my laptop on the desk and one notebook. I don't have paper on my desk. I have lots of pens in different colours. My favourite thing in my office is the plant on my desk.

Piers: I hate my office! On my desk I have a computer, a keyboard, a mouse and a printer. I have a lot of notebooks, a lot of black pens and a lot of paper. It's not tidy.





Who are the statements about?

	SAM	PIERS
1. He hates his office.		
2. He has lots of black pens.		
3. He has a plant on his desk.		
4. He has a computer, a keyboard and a mouse.		
5. He has a laptop.		
6. He has one notebook.		

lingoda

www.lingoda.com



What can you see in this picture? What is the man doing?





What's on your desk? Tell your classmates.



I have a desk...

l don't have a plant...



Game

Guess what is on your teacher's desk.



I think you have a...

You don't have a...



Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.



lingoda

www.lingoda.com

25



Reflect on this lesson

Think about everything you have seen in this lesson. What were the most difficult activities or words? The easiest?



www.lingoda.com 26



Answer key

Exercise p. 211. P, 2. P, 3. S, 4. P, 5. S, 6. S

Exercise p. 19 1. F, 2. T, 3. F, 4. T, 5. T

Exercise p. 11
1. chair, 2. desk, 3. notebook, 4. drawers



www.lingoda.com





Fill in the gaps

1.	In my office I have a desk with some I put my papers in them.			
2.	I have a on my desk – I like the green colour.			
3.	I have some and paper. I write with them.			
4.	I have a computer with a keyboard and a			
5.	I don't have a printer. I have a so I can copy things.			

mouse

plant

drawers

photocopier

pens



Write about what you have in your office.

	desk	chair	
	laptop	keyboard	
	drawers plant		
		plant	
	urawers	ριαπι	

www.lingoda.com



Homework answer key

Exercise p. 291. drawers, 2. plant, 3. pens, 4. mouse, 5. photocopier





About this material

Find out more at www.lingoda.com



This material is provided by **lingoda**

lingoda Who are we?



Why learn English online?



What kinds of English classes do we offer?



Who are our English teachers?



How do our English certificates work?



www.lingoda.com

We also have a language blog!

32