

Types of office spaces

VOCABULARY

LEVEL
Intermediate

NUMBER
EN_BE_2644V

LANGUAGE
English



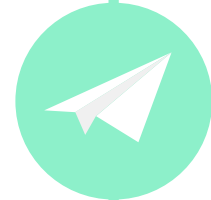


Goals

- Can use simple vocabulary related to office spaces.
- Can describe different office spaces using simple adjectives.



Paul likes his **modern** and **bright** workplace. He can communicate with his colleagues easily in their **team-based** office. When they get tired, they can recharge in the **games room**.





Preview and warm-up

In this lesson, you are going to learn words and phrases relating to **types of office spaces**.



Private rooms are quieter and give more privacy for meetings with clients.



Vocabulary review

stairs

lift

roof

rooms

floor

balcony

windows

door

ceiling



wall



Match the pictures to the words

1. stairs

2. roof

3. floor

4. window

5. door

6. wall

7. balcony

8. lift

A



C



E



G



B



D



F



H





New words

workplace

My **workplace** is close to Tower Bridge.



reception

As you enter the building you first see the **reception**.



desks

We sit and work at our **desks** in the office.





New words

meeting rooms

We need to book a **meeting room** for 6 people.



bathrooms

There are showers in the **bathrooms** at my workplace.



kitchen

The **kitchen** is very well-equipped at my company.



coffee machine

They have two **coffee machines** in their kitchen.





New words

games room

Google have **games rooms** in their offices.



chill-out room

They love doing yoga in the **chill-out room** to relax.



gym

She always goes to the office **gym** after work.



cafeteria

I always meet new people while having coffee in the **cafeteria**.





Unscramble

1. gmtenei smoro

2. sksde

3. tcaeiefar

4. mgy

5. clwpeakor

6. iclhl-uto omro

7. nchkeit

8. saegm oorm

9. nprtecoie

10. bhomosatr





Writing

Choose five words from the previous exercise and write sentences.

workplace reception kitchen

desk gym bathroom

meeting rooms chill-out room

cafeteria games room





Speaking

Answer the following questions about your own workplace.



1

Describe your office. What kind of rooms are there?



2

Which is your favourite room? Why?



3

What would you like to have at your workplace?



New words

bullpen (open-plan) office

Everyone works in a big open space without cubicles or partitions.

private rooms

Everyone has their own room with privacy.

cubicles

Cubicles divide the space and provide some privacy in open offices.

team-based

Teams sit together in **team-based** offices.

co-working

Large, open workspaces for individuals or organisations.



Picture activity

Match the words with the pictures. Which office type is missing?
co-working / team-based / cubicles / bullpen (open-plan office)



A



B



C



D



Speaking

**What advantages and disadvantages are there of different office types?
The categories can help you to come up with ideas.**



productivity



privacy



communication

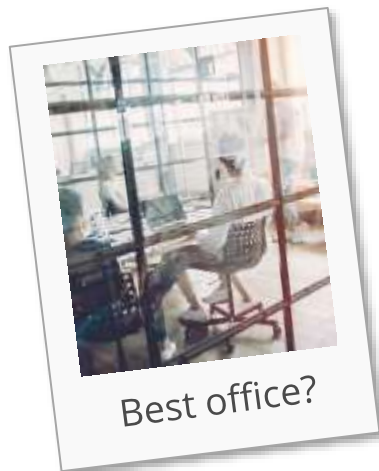
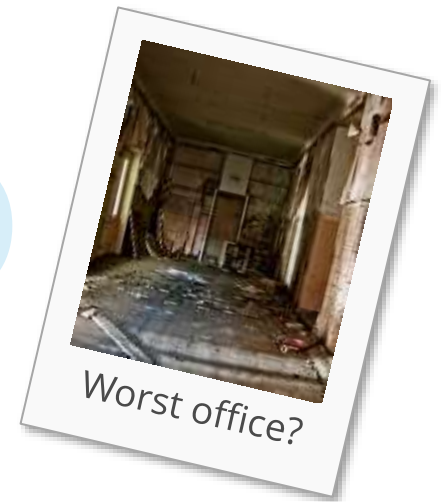


noise



Discuss as a group

**What was the worst
office like where
you have worked
at?**



**How is it different
from the place
where you work
now?**



New words

spacious

Our office is very **spacious**, 50 people work in the same room.

modern

My previous workplace was so old, I love working in a **modern** building.

bright

Architects need to work in a **bright** office to have lots of natural light.

organised

It helps to be more productive when your office is **organised**.



Complete the sentences

Complete the sentences by matching the two parts.

1. Modern offices

a) and the whole office is very organised.

2. My desk is never messy

b) furnished in a smart way.

3. A spacious office can be

c) office instead of this dark hole.

4. I am dreaming of a bright

d) attract young people.



Complete the dialogue



**desk
or
office**

Are we moving to a new
1. _____?

**empty
or
modern**

Is it also 3. _____?

**bull
or
open**

Is it an 5. _____ plan office like
this one?

**behaved
or
organised**

Oh, I do not like that. But it might be ok
if it is well- 7. _____.

Yes, it is a very 2. _____ place,
much bigger than this one.

**spacious
or
bright**

Yes, it is. No more 4. _____
desks and tiles from the '70s.

**new
or
old**

Yes, but there is much more light. It is
very 6. _____.

**bright
or
dark**



Writing

Write your own dialogue about an office move. Use the previous exercise to help you.





Text activity

Giant companies like Facebook are creating dream offices for their employees. They are not only modern and bright but provide endless opportunities. To express their creative side, employees can take part in arts and crafts workshops. To switch off, there are chill-out rooms or games rooms to get inspired by playing. Facebook also offers free gyms and massive canteens that provide nutritious foods and serve all requirements. Is this the future of office work?





Big questions

**What is your
favourite part of
Facebook offices?
Why?**

**Which part does not
interest you?**

**Would you like
to work at an
office like this?**

**What do you think
is the future of
office work?**



My dream office

Think of a quick design for your dream office, then share your ideas with the class. Use the ideas in the pink box below to help you. How similar or different are your dream offices?

- Location
- Office type
- What rooms it has
- Adjectives to describe it





Quiz



Answer the quiz questions.

Choose a number...

1.

2.

3.

4.



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.

yes

no





Reflect on this lesson

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



If you have time, go over
the most difficult slides again



Answer key

Exercise 5, p.19

- 1. office
- 2. spacious
- 3. modern
- 4. old
- 5. open
- 6. bright
- 7. organised

Exercise 4, p.18

- 1.D
- 2.A
- 3.B
- 4.C

A) bullpen (open-plan) B) cubicles C) team-based D) co-working

Exercise 3, p.14

- 1. meeting rooms
- 2. desks
- 3. cafeteria
- 4. gym
- 5. workplace
- 6. chill-out room
- 7. games room
- 8. reception
- 9. bathrooms

Exercise 2, p.10

- 1.F
- 2.E
- 3.G
- 4.A
- 5.B
- 6.C
- 7.D
- 8.H

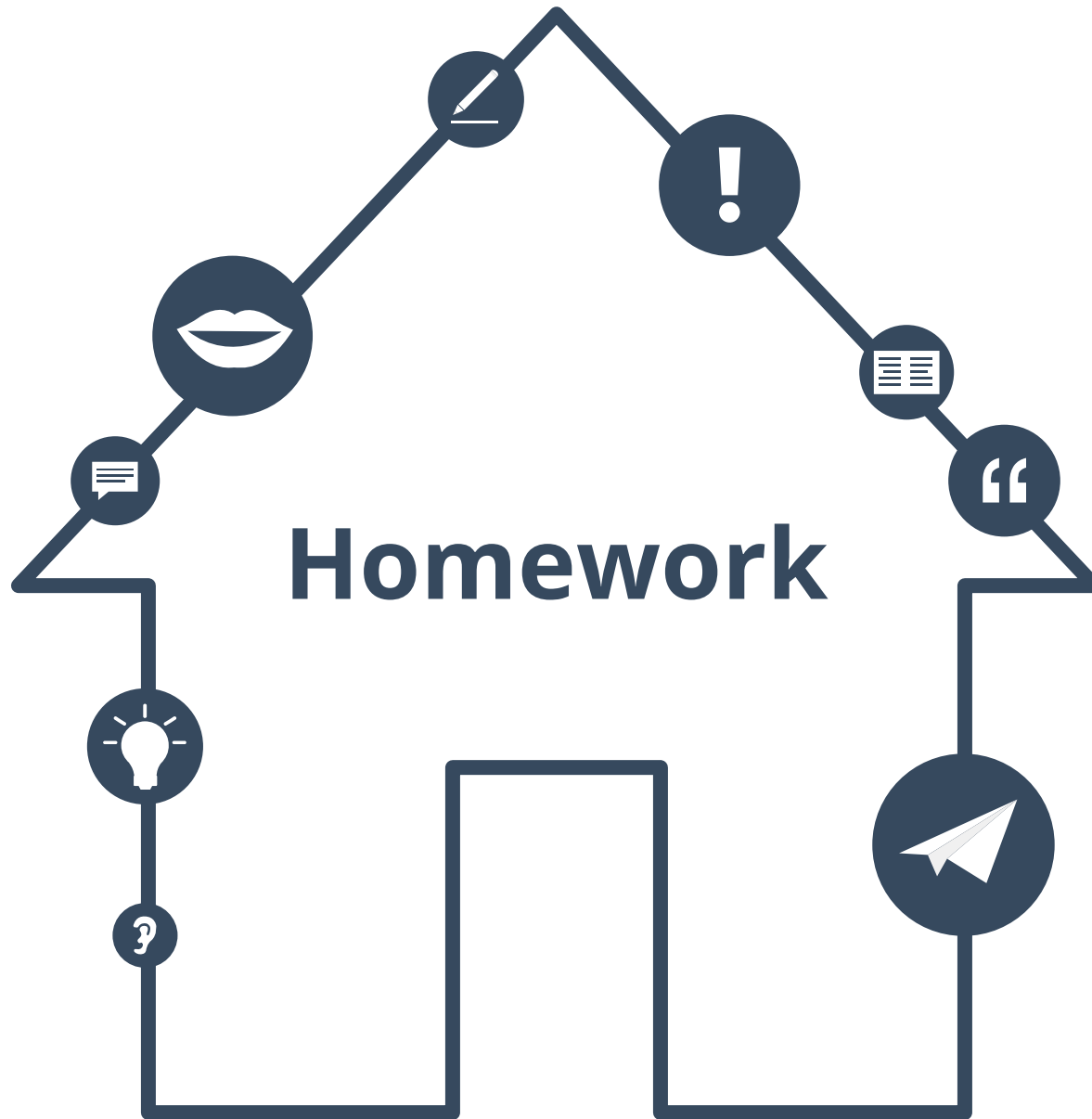
Exercise 1, p.6



Answer key

Exercise 6, p.24 QUIZ QUESTIONS

1. Can you name three rooms in an office? (e.g. meeting room, chill-out room, game room)
2. What types of offices do you know? (bullpen (open plan) office, cubicles, private rooms, team-based, co-working)
3. Can you say four adjectives to describe an office? (spacious, modern, organised, bright)
4. What parts buildings have? (e.g. walls, floor, roof, stairs, etc.)





Homework multiple choice

1. You can meet many creative people at _____ offices.

- a. home-working b. co-working c. team d. co-operating

2. Howard loves playing with his colleagues in their office's _____.

- a. video-games room b. gaming room c. play room d. games room

3. My new _____ has a gym and a chill-out room.

- a. workplace b. cubicle c. workload d. work area

4. _____ are quieter and you can focus better.

- a. receptions b. open-plan offices c. private rooms d. team-based offices



Homework writing activity

Write a brief description of your office of the future. What is it going to be like?

○	My office of the future is...
○	
○	
○	
○	
○	
○	
○	
○	
○	
○	
○	
○	
○	
○	
○	



Homework answer key

Exercise 1, p.30

1.B

2.D

3.A

4.C



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