

Colleagues and tasks

VOCABULARY

LEVEL
Beginner

NUMBER
EN_BE_1215V

LANGUAGE
English



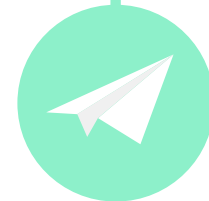


Goals

- Can recognise and understand basic vocabulary related to tasks at work
- Can use new words and phrases to form my own simple sentences about common activities and tasks at work



Every day I **send emails** and **make phone calls**. I **give a presentation** every Friday morning to my colleagues.





Preview and warm-up

- In this lesson you are going to learn how to talk about **tasks** you do **at work**.



I am **making a phone call**.



Vocabulary review

printer

laptop

computer

pen

notebook



paper

desk

photocopier



Sentences



This is a **printer**.

This is a **laptop**.



This is my **computer**.

I have a **pen**.





Sentences



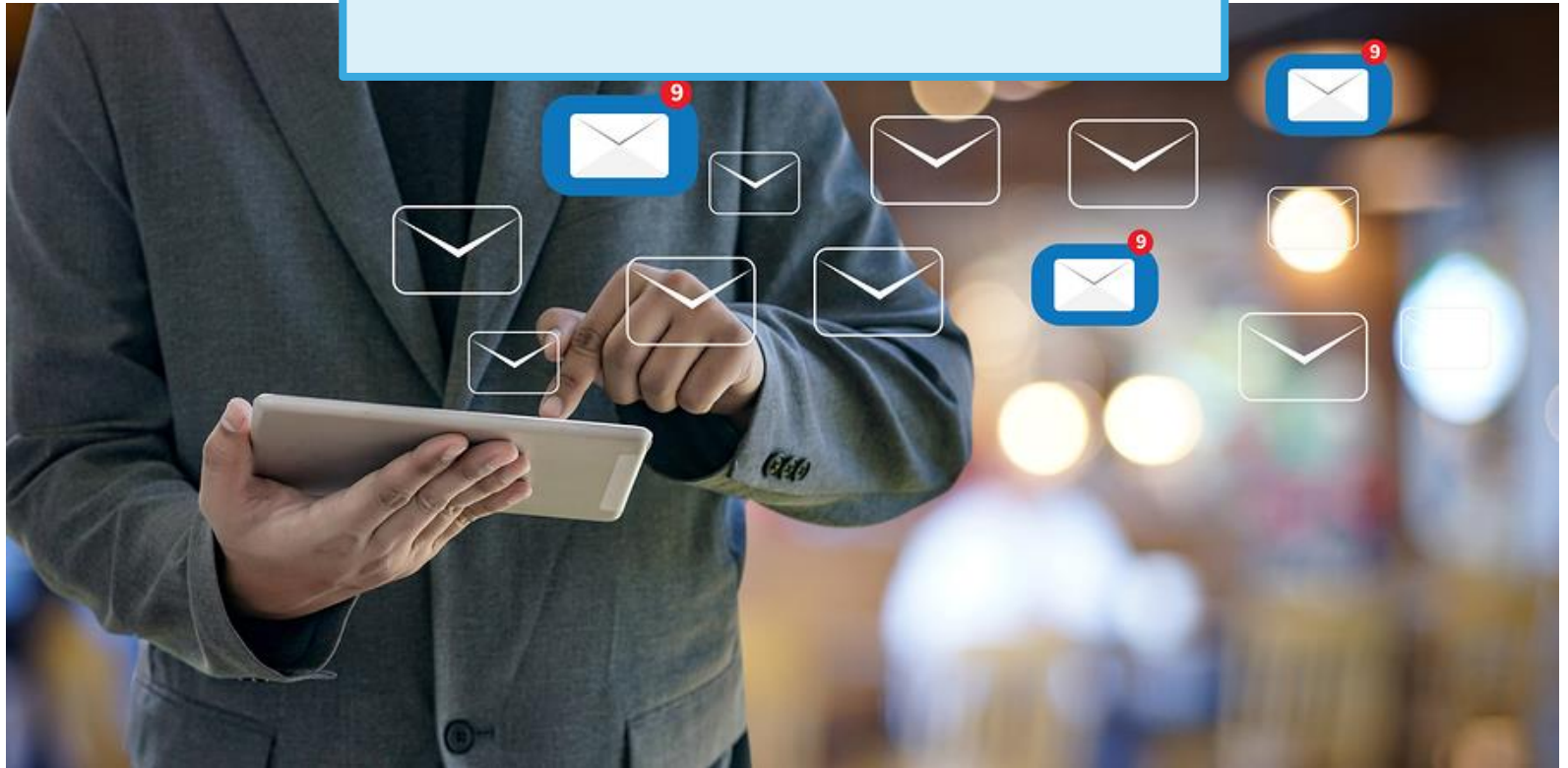
I write in a **notebook**.

I sit at a **desk**.



I use a **photocopier**.

to send an email



I am **sending an email.**



New words

to make a phone call

He is **making a phone call**.



to answer a phone call

She is **answering a phone call**.



to print a document

We **print a document** using the printer.



I am **printing a document**.



Matching

Match the verbs to the objects to complete the phrase.

make

an email

answer

a document

send

a phone call

print

a phone call



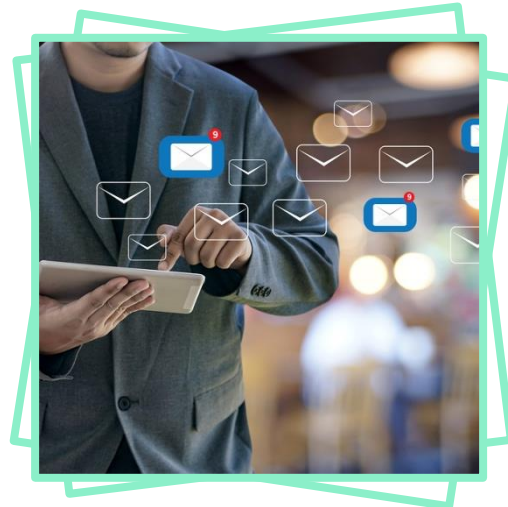


What are they doing?

A



B



C



D





Speaking

**Which tasks do
you do every
day at work?**

Make phone
calls

Answer phone
calls

Send emails

Print
documents

to have a meeting



They are **having a meeting.**

to give a presentation

When you speak to a group, you **give a presentation**.



He is **giving a presentation**.

to write a report



I am **writing a report.**

to talk to clients

Clients are people who use your business.



He is **talking to clients**.



Matching

Match the verbs on the left to the objects on the right to make phrases.

talk to

a report

give

a meeting

have

clients

write

a presentation



Speaking

What are they doing?



giving _____



having _____



writing _____



talking to _____



Speaking

What is happening in this picture?





Speaking

What is happening in this picture?





Reading

James from London

Every day at work I send a lot of emails. I don't make a lot of phone calls but I answer phone calls all day. I talk to our clients.

We have meetings every Monday morning with our team. Sometimes I give presentations in the meetings. I write a report after the meeting for my boss.





Speaking

What do you think James' job is?

nurse



teacher



secretary



waiter





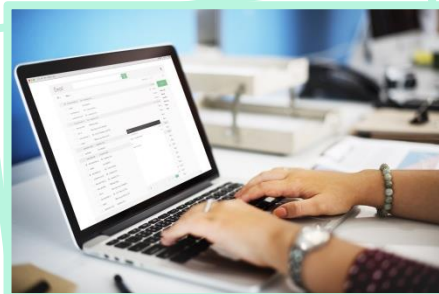
True or false?

	TRUE	FALSE
1. James sends a lot of emails.	<input type="checkbox"/>	<input type="checkbox"/>
2. James makes a lot of phone calls.	<input type="checkbox"/>	<input type="checkbox"/>
3. James talks to clients.	<input type="checkbox"/>	<input type="checkbox"/>
4. James has a meeting every morning with his team.	<input type="checkbox"/>	<input type="checkbox"/>
5. James always gives presentations in the meetings.	<input type="checkbox"/>	<input type="checkbox"/>
6. James writes reports for his boss.	<input type="checkbox"/>	<input type="checkbox"/>



Speaking

Tell your classmates what you do in a normal week.



Give presentations



Have a meeting



Game

- Say what the person in one of the pictures is doing. Can your classmates or your teacher guess which picture you are talking about?





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 p. 11

make a phone call, answer a phone call, send an email, print a document

Exercise p. 12

A. answering a phone call, B. sending an email, C. printing a document, D. making a phone call

Exercise p. 18

talk to clients, give a presentation, have a meeting, write a report

Exercise p. 19

a presentation, a meeting, a report, clients

Exercise p. 23

He is a secretary

Exercise p. 24

1. T, 2. F, 3. T, 4. F, 5. F, 6. T





Match the verbs to the objects

talk	a report
have	a document
make	a phone call
send	a meeting
print	to clients
give	a phone call
answer	a presentation
write	an email





Writing

Talk to clients

32



Homework answer key

Exercise p. 31

Talk to clients, have a meeting, make a phone call, send an email, print a document, give a presentation, answer a phone call, write a report



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