

Technology

COMMUNICATION

LEVEL
Upper-intermediate

NUMBER
EN_BE_3104X

LANGUAGE
English





Goals

- Can use typical words and phrases to compare habits before and after the arrival of smart devices
- Can clearly share own views on the pros and cons of technology in the workplace





It's hard to believe the pace of
technological innovation.

A wave of **gadgets, social networks** and
constant **connection** has swept the old
order aside and redefined our **work,**
personal and **private lives.**

It has certainly made an unbelievable
impact – it's more important now than
ever to **keep up to date.**



Warm-up discussion

What are some of the ways in which **technology** has changed modern life?





Tell your teacher

Discuss the impacts of technology on each of the areas below.



office/work life

entertainment

holiday



What about you?

**Would you be able to
do your job without a
computer?**

technology in the workplace

Technological innovation has significantly transformed the workplace in recent years. Entire industries and professions have emerged as a result of technological developments. Our methods of communicating and organising our routines have changed in ways that were previously unthinkable.



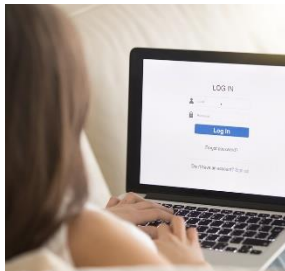
After **uploading** my project to the **company server**, I quickly checked my **emails** on my **laptop**.

communication

Communication in the office is defined by technology. Emails whizz back and forth between departments, individuals and companies. **Instant messaging** is even faster. Companies reach out to consumers via **social media**. Even the telephone takes a back seat to the efficiency of the email.



Our marketing team is covering our **online presence** on social media.



I will check our **email chain** for the information.



Tell your teacher

How has communication technology changed the way we communicate at work?



in the office?

deliveries?

meetings?



Now and then

**Talk about the communication technologies below.
Do they fit in to the contemporary office?
In your opinion, why did some of them become outdated?**

typewriter

email

telegram

social media

backup online
software

fax machine

instant messaging

telephone

delivery pigeon

memo

letter

conference call

contemporary

out of date

gadget

device

Gadgets and **devices** such as smartphones and tablets ensure our constant connection to the working world. Technology has blurred the lines between our working and private lives. Nowadays, many people find it difficult to **disconnect** from their work obligations due to the **ubiquity** of this technology.



Tablets are just one example of a **gadget** which has redefined our relationship with work.



Switching off

What are some downsides to being constantly connected to the workplace through modern technology?

Have you ever felt a difficulty in **switching off** from work?





Previous habits

Offices used to be very different places. Imagine an office before the onset of the **digital revolution**. No computers, no mobile phones and no internet meant that business was conducted in much more **rudimentary** ways. Before we could send emails in just a few clicks, any communication outside of the office had to be sent by post, for example. This made things much less efficient.

- Communication was more **face-to-face**.
- Messages and correspondence would be typed up and left in an employee's *pigeon hole* (a small shelf like a physical inbox).
- People stuck to their appointments much more seriously.
- Research was conducted in the library or from encyclopedias and manuals from the office.



New words

internal chat

Send your messages to your colleagues via the **internal chat**.

software

Your computers need to be updated with the most recent **software**.

online tools

I'm adept at using **online tools** to find relevant sources of information.

back up

Please **back up** any of your work to our servers.

synchronise

Your work will be much more efficient if you **synchronise** your computer with our picture files.

maintenance

It is important to keep your laptop up-to-date with regular **maintenance**.



Fill in the gaps

Identify the correct technology by filling in the gaps in the extract.

Cathy reclined in her chair to stretch. She was trying to keep up with the fast paced _____. Dave was trying to organise a meeting via _____ as he was currently _____ in Turkey.

It had been a stressful day. Her _____ had been running painfully slowly and needed _____. She had to schedule some more time to _____ her hard drive before the end of the day. It was likely she would take some work home with her in order to _____ her report before the start of business the next day. Her _____ buzzed again, reminding her to get back to work.

email

conference call

laptop

internal chat

working remotely

maintenance

upload

back up



Reflect and discuss



Review the text in the previous activity. What kind of impression does it give us of working life?



Technology

Read through the excerpt below. Make sure you ask your teacher to help you with any unfamiliar vocabulary.

The proliferation of technology has changed the ways in which we communicate with each other. In the contemporary workplace, employees may send hundreds of emails and communicate with countless colleagues without even seeing their faces. As the ceaseless march of technological innovation continues, our interactions with each other are becoming more infrequent and less meaningful.

Technology has also blurred the lines between our work and private lives. With email and messaging technology our pressing responsibilities are never more than a few clicks and swipes away, making it harder to truly disconnect and relax.

While technology does make many aspects of our lives easier and more convenient, contemporary workers should be aware of the potential pitfalls of heavy tech use. As with everything, balance is important.

Technology has impacted every facet of our lives, and not always to our benefit.



Progress or peril?

Discuss each question using the points mentioned in the article to help you.



1

Will we have less human interaction in the future?

2

Are there any technological developments you think are not positive? Explain your answer to the teacher.

3

Is it possible to live a life disconnected from technology?



Thinking now about new technology at work, jot down at least 3 pros (good points) and 3 cons (bad points).

[illegible]

Think back to your discussion so far.
How can you summarise it into pros and cons?





Respond

**Do you agree with
the article about
technology?**

Explain **three** points
from your list above to
get ready for a debate
with your teacher.

In my opinion...

As far as I'm
concerned...

It is my opinion
that...



Pre-debate

Has anything been lost as a result of technological change? Discuss your opinions using the prompts below.
How is life now compared with life before?



Face-to-face
relationships

Sedentary
lifestyles



Ability to relax

Attention span



Debate

It's time to debate with your teacher!
Prepare your points and try to use some of the vocabulary you have learned so far in today's lesson.

Technology makes our everyday office life much easier.

Point 1

Point 2

Point 3



Discussion

Contemplate the questions below and discuss your answers with the teacher.

How would we work now without technology?

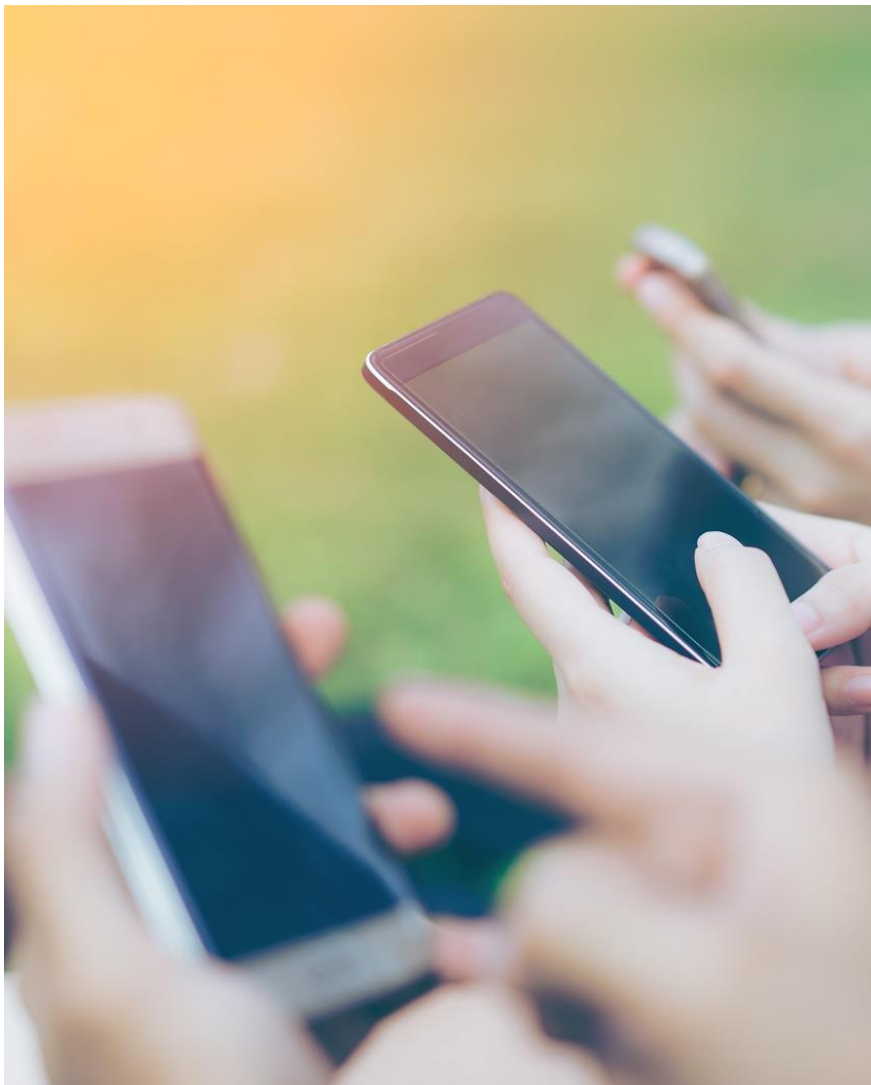
How would communication be affected with no emails and no telephone?

How long would it take us to do a normal work routine with no computers?

How would this affect or improve social relations among co-workers?



What about you?

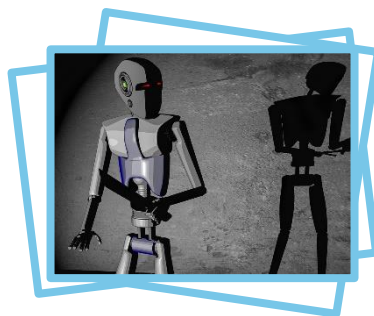


- When was the last time your mobile phone ran out of battery when you were out somewhere?
- How did you feel about it?
- Did you change your plans because of it?
- Do you think you would be able to live without a phone?



Give your opinion

**What do you think is the
best development in
technology in the last
five years?**





What the future holds

What do you think the future will hold? What things will we be able to do in the office that we can't now?

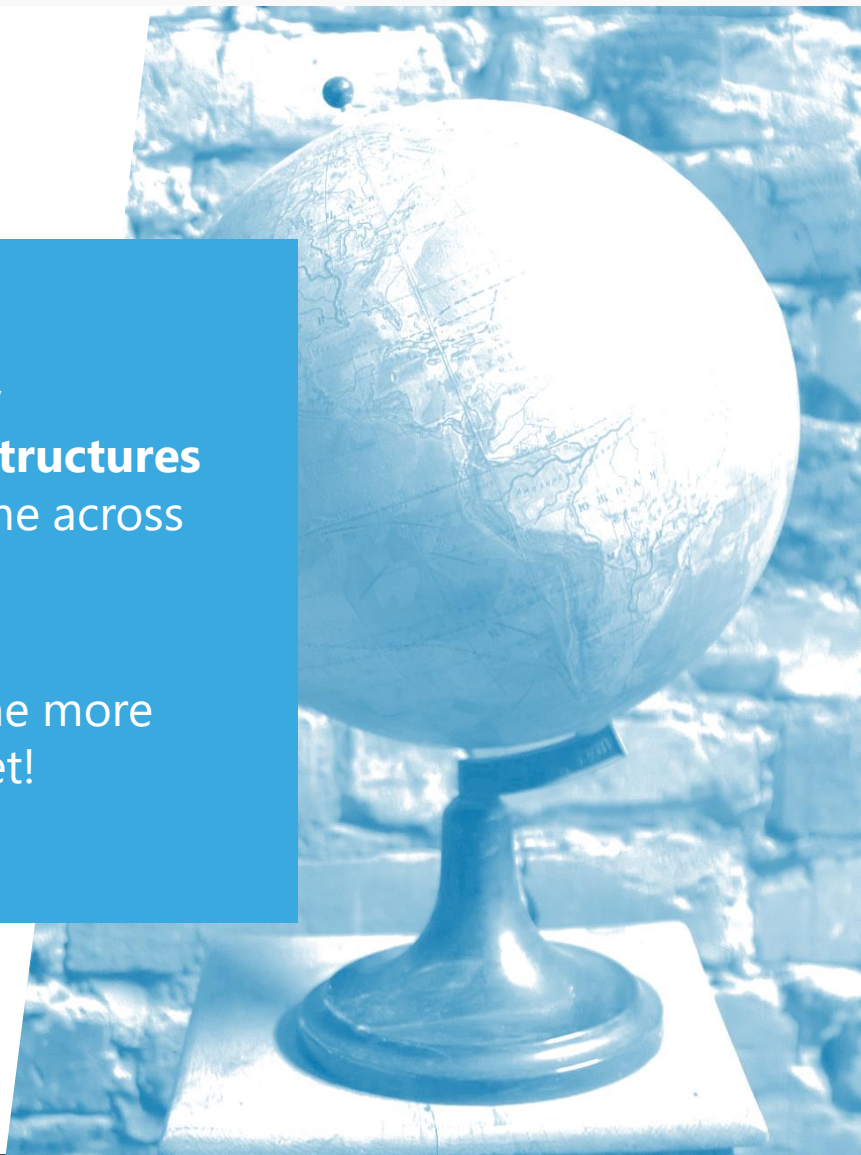




Reflect on the lesson

Take a moment to review any new **vocabulary, phrases, language structures** or **grammar points** you have come across for the first time in this lesson.

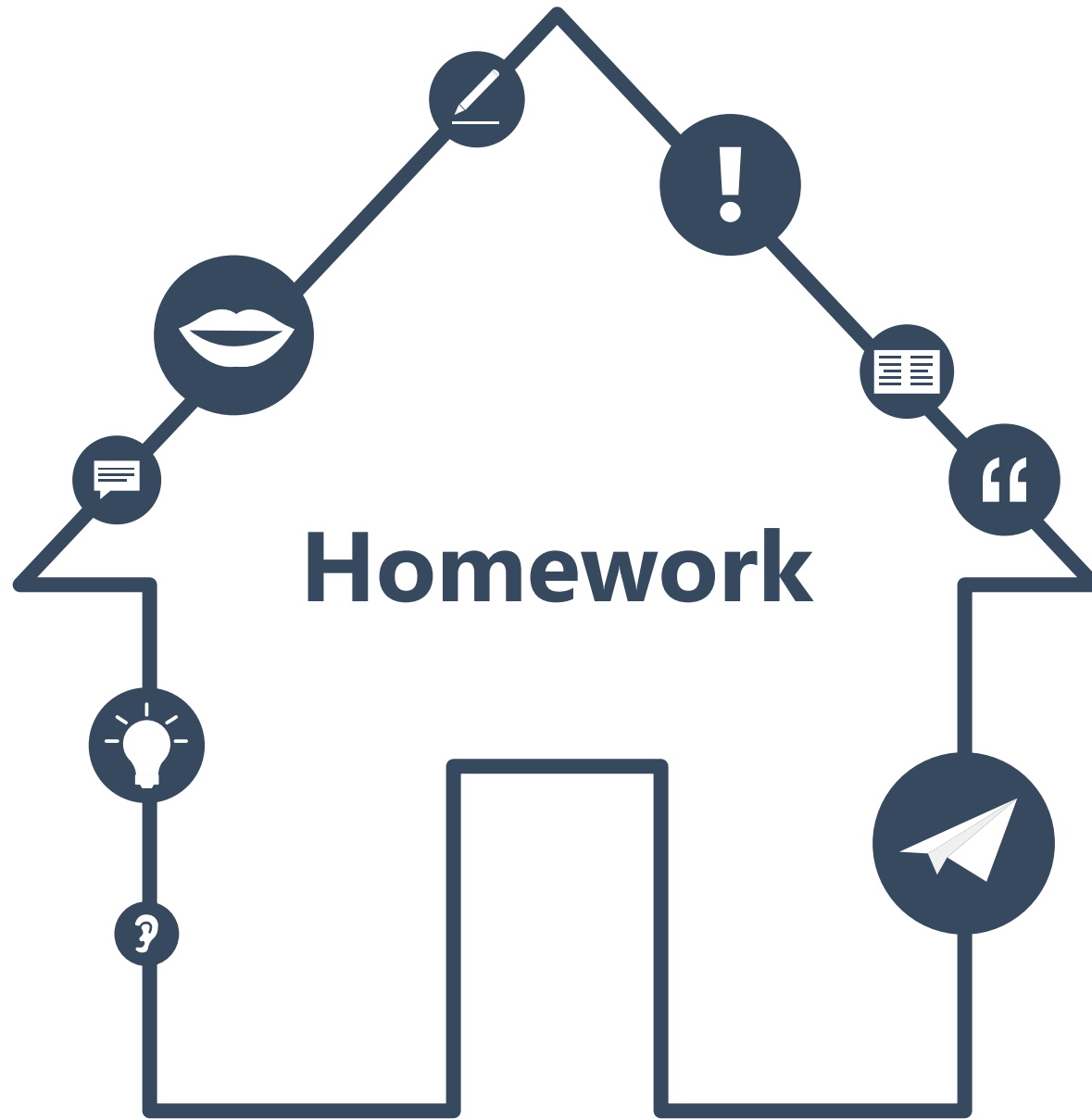
Review them with your teacher one more time to make sure you don't forget!





Answer key

Exercise p. 15
internal chat, conference call, working remotely, laptop, maintenance, back up, upload, email.





Vocabulary review

Update your list of favourite words with some of the vocabulary from this lesson!





Words in context

Place the vocabulary from the last slide into a sentence.



words related to
technology

smartphone



When I first bought a smartphone, I didn't
understand all the hype. Now I don't look back!



Use some of the prompts below

more time for
activities and
relationships

lingoda



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