

# Communication

VOCABULARY

LEVEL  
Beginner

NUMBER  
EN\_BE\_1135V

LANGUAGE  
English

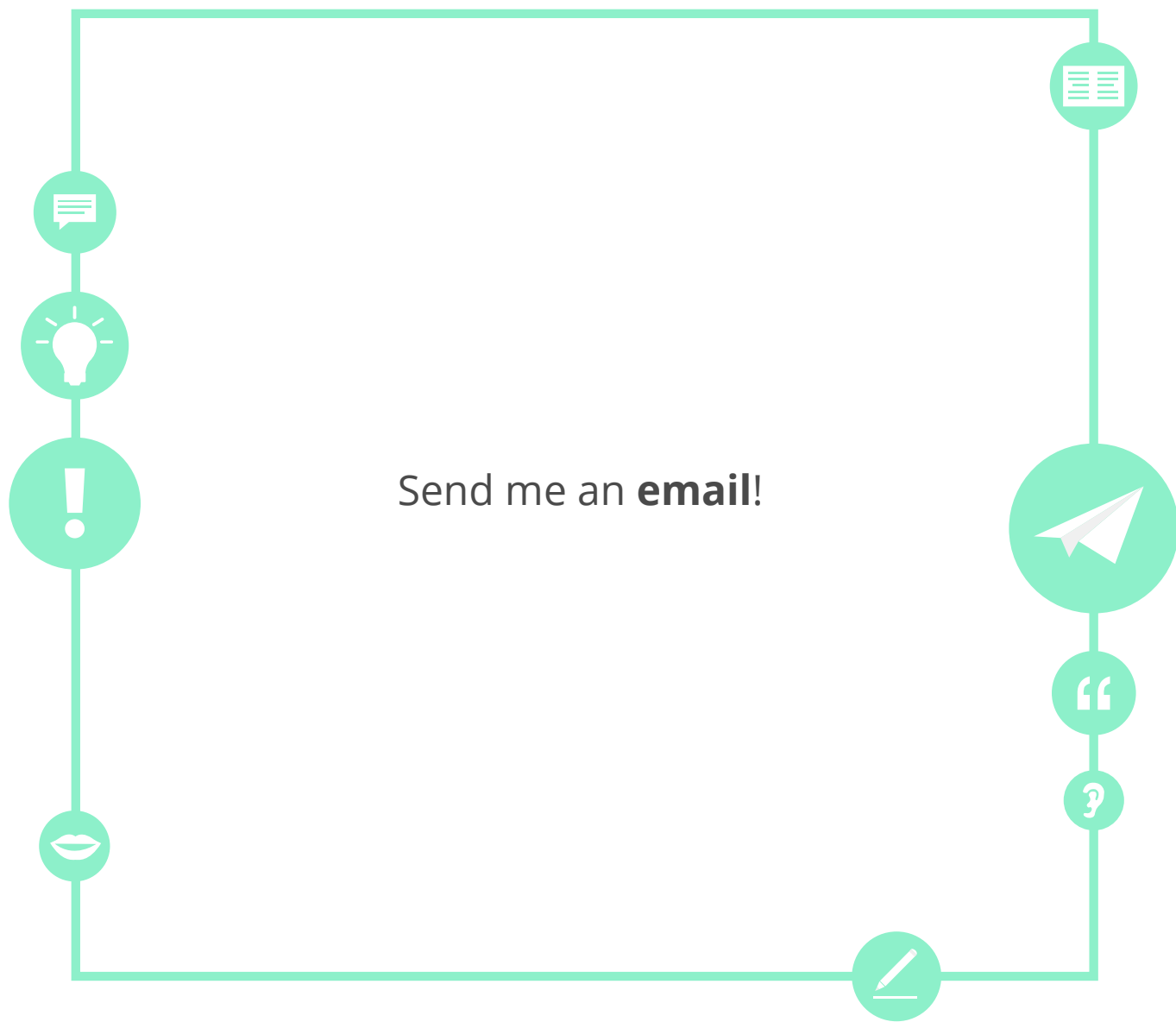




## Goals

- Can understand simple words and phrases related to communication in a text
- Can use new phrases to form basic sentences describing communication at work







## Preview and warm-up

- In this lesson, you will learn vocabulary to talk about ways of **communicating** at work.



Please **send** me these numbers in an **email**!

computer



I use a **computer** at the office.

laptop



He works on his **laptop**.

telephone



I make calls with my **telephone** at work.

mobile phone



I call my colleagues with my **mobile phone**.





## Sentence examples



She has a **telephone** on her desk.

He calls with his **mobile phone**.



We all use **computers** at work.

I take my **laptop** to meetings.





## Match words to images

1. laptop

2. telephone

3. mobile phone

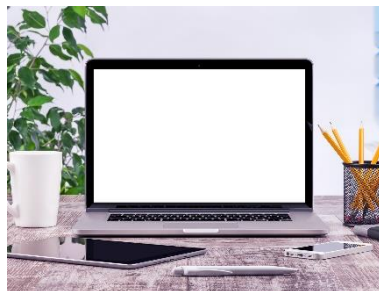
4. computer



A



B



C

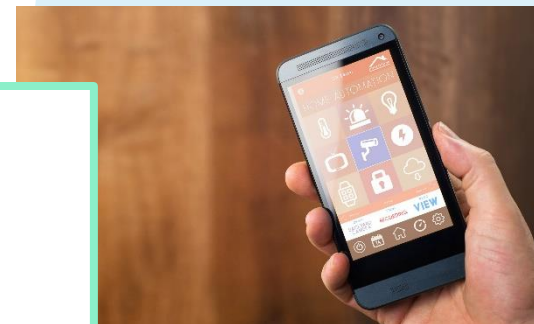


D



## Technology at the office

My team at work uses technology every day. We all have \_\_\_\_\_. but my boss has a \_\_\_\_\_. She travels for work a lot so this is good for her. Our boss' secretary uses her \_\_\_\_\_ a lot for her calls. I also make calls but I do this with my \_\_\_\_\_.



**computers**

**laptop**

**telephone**

**mobile phone**





## Discuss

**What devices do you have at work?**



to talk



We **talk** in meetings.

email



I read my **emails** every morning.



to write



Please **write** me an email!

to send



We **send** messages to our clients.





## Sentence examples



I **talk** to colleagues in the US on the phone.

We **write** our **emails** then we **send** them.





## Choose the correct category

Verb

Noun

mobile phone

to talk

to write

laptop

computer

email

telephone

to send



## Read Tom's email

<div>- □ ×</div>		
To: Me		
Subject: Communication at work!		
<p>Hi Jane!</p> <p>Well, communication is a big part of my life.</p> <p>I work as a lawyer, so I talk to lots of people every day.</p> <p>I use a mobile phone for calls and a laptop as I work from home sometimes. I send around 20 emails to my colleagues every day!</p> <p>Best, Tom</p>		



## Complete the sentences

Use the email from Tom to help you.



Tom works as a...

He uses a...

He sends around...



How do you communicate at work?

talk

phone

colleagues

mobile phone

email

boss

work

internet

write

send



## Discuss

**Name something you...**

...write at work.

...send at work.

...talk about at work.



## Spelling

- Think of a word from this lesson.
- Tell a classmate how to spell it.

T-A-L-K!



## 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

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## 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 1, p.10

1. C – 2. D – 3. A – 4. B

Exercise 2, p.11

1. Computers
2. Laptop
3. Telephone
4. Mobile phone

Exercise 3, p.17

Verb: to talk, to write, to send, (to) email

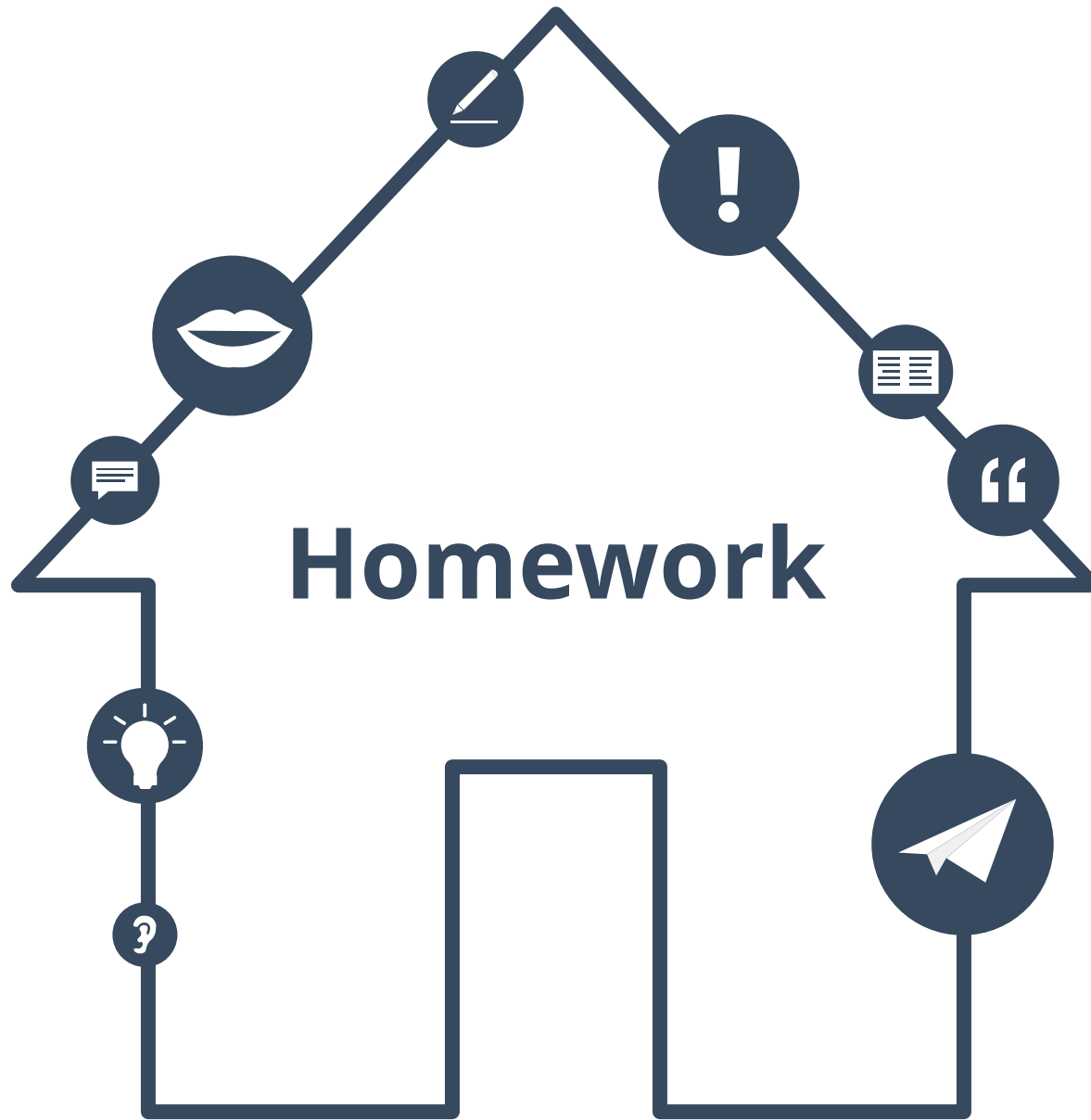
Noun: mobile phone, laptop, computer, telephone, email

Exercise 4, p.20

Tom works as a lawyer

He uses a a mobile phone for calls

He sends around 20 emails to his colleagues every day





## Vocabulary lists

**Check the last five words of the lesson.  
Sort them into two lists.  
Give your lists a name.**

List 1: \_\_\_\_\_

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List 2: \_\_\_\_\_

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## Vocabulary lists

**Check the words of this lesson again: are there more nouns,  
verbs, adjectives or adverbs?  
Can you find three words for each list?**

Nouns

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Verbs

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Adjectives or adverbs

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## My favourite words

**Choose five words from the lesson and note them in your list of My favourite words.**

My favourite words

Word one

Word two

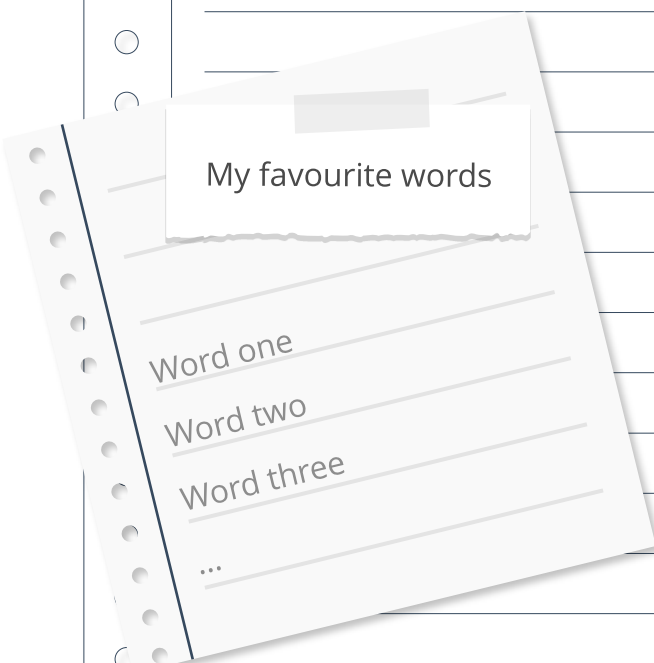
Word three

...



## My favourite words

Write a sentence for each word you have just written in your list of *My favourite Words*.



The illustration shows a spiral-bound notebook with a light-colored cover. A white sticky note is attached to the notebook, featuring the title "My favourite words" and a list of words: "Word one", "Word two", "Word three", and "...". The notebook is open to a page with horizontal lines. On the left side of the page, there are three empty circles, each followed by a horizontal line. On the right side, there are three sets of horizontal lines, each preceded by a bullet point and the text "Word one:", "Word two:", and "...".

○ \_\_\_\_\_

○ \_\_\_\_\_

○ \_\_\_\_\_

• Word one:

Sentence one

• Word two:

Sentence two

• ...



## Sentences about myself

**Choose five example sentences from this lesson.  
Copy them and write them about yourself.**



Examples:

Hello! My name is ...

→ Hello! My name is John.

I like apples

→ I like bananas

...





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