

# I love my team!

READING

LEVEL  
Lower-intermediate

NUMBER  
EN\_BE\_2124R

LANGUAGE  
English

lingoda






## Goals

- Can understand a text about an office team.
- Can construct sentences using vocabulary about roles, company structures and teams.





Working in an office means that I work  
with lots of different **colleagues**.

I really **love my team!**



## Preview and warm-up

In this lesson you are going to **read a text** about a **team**. You will practise **vocabulary** related to **roles at work** and **prepositions and adverbs of place**.



Our team is awesome!



Can you remember these words?

manager

senior people

director

officer

to report to  
someone

responsible  
for

boss

in charge of





## When do you use these phrases?

I'd prefer

I think

I'd rather

In my opinion

I believe

I feel

To be honest

From my  
point of view

I'd say that





Look at these examples



I'd say that I like my **manager**.

The **senior people** are  
responsible for the **junior people**.



I **think** he finishes early today.

I **believe** that is correct.





Look at these examples



The **director** has a lot of responsibility.

My **boss** started the company last year.



I **feel** that is the right thing to do.

She is **in charge of** the sales team.







## Reading

My name is Benoit. I am a social media **manager** at a large French company. I am **responsible for** five other **workers**. I tell them what to do and give them tasks.

We all work well as a team and my **colleagues** are very hard-working people.

I also have to work with other **senior people** in the company, such as Lizzie, the **Director** of Marketing. With her, I work to improve the company.





## Reading

Sam is another member of my team. He is quite shy, but also very creative. He is good at his job. He is **in charge of** creating videos for us.

I have another **colleague** called Toby. He is **responsible for** our website and is really easy to talk to. He always brings fantastic ideas to our meetings!





## Fill in the gaps

### Fill in the gaps with the correct option

website

in charge of

manager

senior people

colleagues

1. Benoit is the team's social media \_\_\_\_\_.
2. His \_\_\_\_\_ are all very hard-working.
3. He also has to work with other \_\_\_\_\_ in the company.
4. Sam is \_\_\_\_\_ making videos for the team.
5. Toby is responsible for the \_\_\_\_\_.





## Discuss

What do each of these people in the team do?

Sam



Benoit



Lizzie



Toby





## Speaking

**Whose job would you rather do?**

**Discuss your preference and give your opinion of each person's job**



*I'd rather*



*In my opinion*



## Discuss

**Do you work well in a team?**

**Is it important to work well as a team?**

**How do you know someone is hard-working?**

**Is your team at work similar to Benoit's?**



## Reading

Lizzie and I often have a coffee together at the office. In the building there is a lovely café on the ground floor.

We go there to sit and talk about what is happening in my team. We can also sit outside if the weather is nice!

I think that it's very important to share this information. The managers need to know if there are problems.





## Complete the sentences

**Complete the sentences with information from the text**

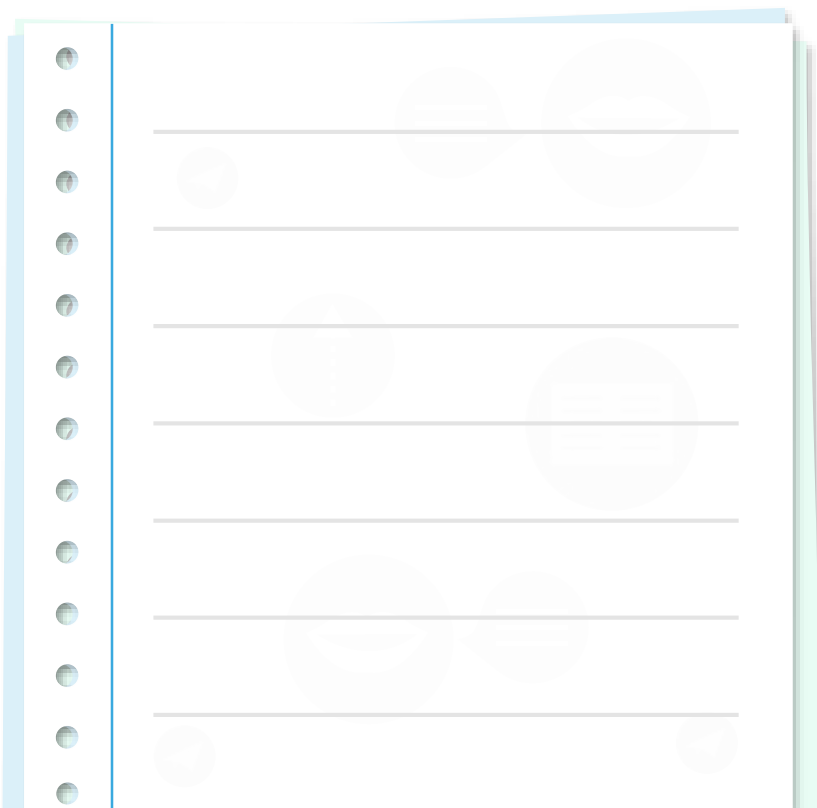
1. Lizzie and I often have a \_\_\_\_\_ at the office.
2. There is a nice café in the \_\_\_\_\_.
3. They go there to \_\_\_\_\_ and talk about the team.
4. If the weather is nice, they sit \_\_\_\_\_.
5. The managers need to know about \_\_\_\_\_.





## Prepositions and adverbs of place

**Write a list of all of the prepositions and adverbs of place that are used in the text**





## Speaking

Use the following prepositions to talk about what you can do around your office



my office...

on...

in...

at...



## Give your opinion



**It's important to  
share problems  
with your boss**



## Reading



Our whole team works at the same large table and in the same room, of course! On our table we have our computers, our notebooks and lots of pens.

We all sit together and can see each other. Nobody is behind us. We can all talk to each other and share news and information easily.

On the wall, there is a large whiteboard. Here we can add ideas and plan projects. There's also a clock next to the whiteboard. So we can always be on time!



## True or false?

	TRUE	FALSE
1. Benoit's team works in different rooms.	<input type="checkbox"/>	<input type="checkbox"/>
2. On their table they have lots of pens.	<input type="checkbox"/>	<input type="checkbox"/>
3. At their table only one person sits behind them.	<input type="checkbox"/>	<input type="checkbox"/>
4. The design of their table helps them to talk easily.	<input type="checkbox"/>	<input type="checkbox"/>
5. They have a big whiteboard on the wall.	<input type="checkbox"/>	<input type="checkbox"/>
6. They use their watches to keep on time.	<input type="checkbox"/>	<input type="checkbox"/>



**Give your opinion**

**What do you think about Benoit's team all sitting at one table?**





## Discuss

Is your office similar to Benoit's?

Using prepositions and adverbs of place to describe your room.



## Write

**John is the office manager at Benoit's office. Imagine you are Benoit and reply to John's email giving details of the new seating plan.**

-□×

To: Benoit

New office layout!

Hi Benoit

As you know on Monday, we are changing your department's tables. So no more one table, I'm afraid!

Who is sitting where? And next to whom?

Could you please send us a description of the new seating plan asap?

Best wishes,  
John





## 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 3, p21

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

### Exercise 2, p16

1. coffee
2. building
3. sit
4. outside
5. problems in the team

### Exercise 1, p11

1. manager
2. colleagues
3. senior people
4. in charge of
5. website





## Categorise the different vocabulary into the correct list.

I think

in

I believe

director

at

officer

definitely

on

manager

I feel

inside

behind

Preposition or adverb of  
place

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Job

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Opinion phrase or words

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## Write an email

**Write a short, informal email describing your job role, office or workspace and colleagues.**

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□

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To:

Subject:

I work in accounting in an office with a hard working team...



## Homework answer key

Preposition or adverb of place  
In, at, on, inside, behind  
Job  
Manager, officer, director  
Opinion phrase or words  
I think, I believe, I feel, definitely



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