

Describing the atmosphere at the office

COMMUNICATION

LEVEL
Lower-intermediate

NUMBER
EN_BE_2136X

LANGUAGE
English

lingoda

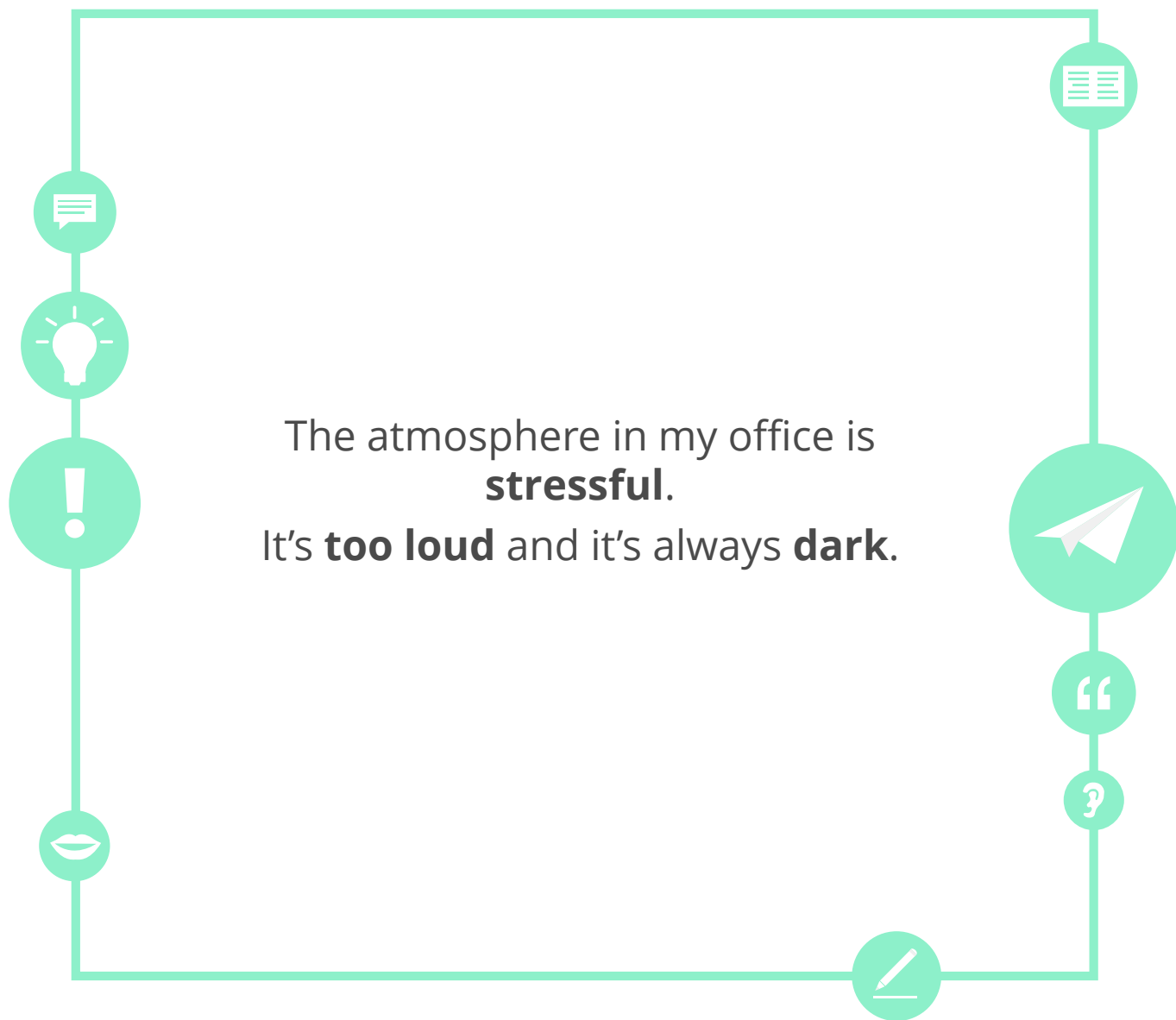




Goals

- Can describe the atmosphere at the office.
- Can express my opinion about the atmosphere at the office.







Preview and warm-up

In this lesson you are going to learn how to **describe** what the **atmosphere** in your **office** is like. You will also give your **opinion** about your **workplace**.



My office is very **busy**.

quiet

If somewhere is *quiet*, there is **not** a lot of **noise**.



My office is *quiet*.

noisy

loud

Noisy and **loud** mean that there is **a lot of noise** in a place.



Our workplace is very **noisy**.

relaxed

If a place is ***relaxed*** then people feel **calm** and **comfortable** there.



The atmosphere in my office is **relaxed**.

stressful

tense

Stressful means that a place or a type of work creates **stress**.
Tense is used to describe an **atmosphere** in a place where there is **a lot of stress**.



Cooper's is a **stressful** place to work.



The atmosphere in my office is **tense**.

busy

If somewhere or someone is **busy**, there are lots of things **happening**.



My colleagues are very **busy**.

crowded

A *crowded* place has **a lot of people** and **objects** in it.



My office is **crowded**.



Speaking

What adjectives would you use to describe each of these workplaces?
What do you think the atmosphere in the office is like?



relaxed



tense



Speaking

Ask and answer the questions with your classmates.



1 Are your colleagues usually noisy or quiet?

2 Is your workplace crowded?

3 Is the atmosphere in your office tense sometimes?

Talking more about your workplace

You can give some **more information** about things in your **workplace**.
You can talk about the **air conditioning** and the **heating**.
You can also talk about **how much space** you have and what your office **looks like**.



There's **lots of space** in my office.

air conditioning

heating

Air conditioning is a system which keeps your office **cool**.
Heating is a system which keeps your office **warm**.



Our office has **air conditioning**.



My office has **heating**.

space

Space talks about **empty areas**.



There's lots of **space** in my workplace.

bright

dark

If a place is ***bright***, it is **full of light**.
If a place is ***dark***, there is **not much light**.



Our office is really **bright**.



Matching

Match the labels to the pictures.

bright



air conditioning

dark



heating



Dialogue

Read through the dialogue below with one of your classmates.



I think our office is nice and bright.

Really? I think it's very crowded and a bit dark.



I definitely think it's very quiet in our workplace.

I agree that it's quiet when the atmosphere is tense, but sometimes it's really noisy.





Speaking

Describe what you can see in each picture. How is the atmosphere in the offices different? Do you and your classmates agree? Use the dialogues on the previous page to help your conversation.



≠





Too

Too is a modifying adjective. That means that we use it before adjectives.

Too is **negative**. It means **more than** we **want** of something, or **more than** is **comfortable**.

It is hot.	It is too hot.
It is cold.	It is too cold.
My office is loud.	My office is too loud.
My workplace is quiet.	My workplace is too quiet.



It is **too** hot.



Too

Too can also be **positive** when we use the phrase ***not too***.
Look at the examples below.

Negative	Positive
It's too hot.	It's not too hot.
It's too cold.	It's not too cold.
My office is too loud.	My office is not too loud.
My workplace is too quiet.	My workplace isn't too quiet.



So

We can use **so** in a similar way to **really** and **very**. It is a **strong** modifier. Look at the examples below.

Everyone is so nice.

Everyone is so friendly.

Everybody is so hard-working.

Everybody is so lazy.

Everyone is so easy-going.





Speaking

What do you think about these workplaces?
Make sentences with *too*, *not too* or *so*.





Complete the sentences

Make these sentences true for you. Fill in the gaps with *too*, *not too* or *so*. Explain to your classmates why you chose that option.

1. My colleagues are _____ friendly.

2. My workplace is _____ hot.

3. My office is _____ crowded.

4. My colleagues are _____ loud.

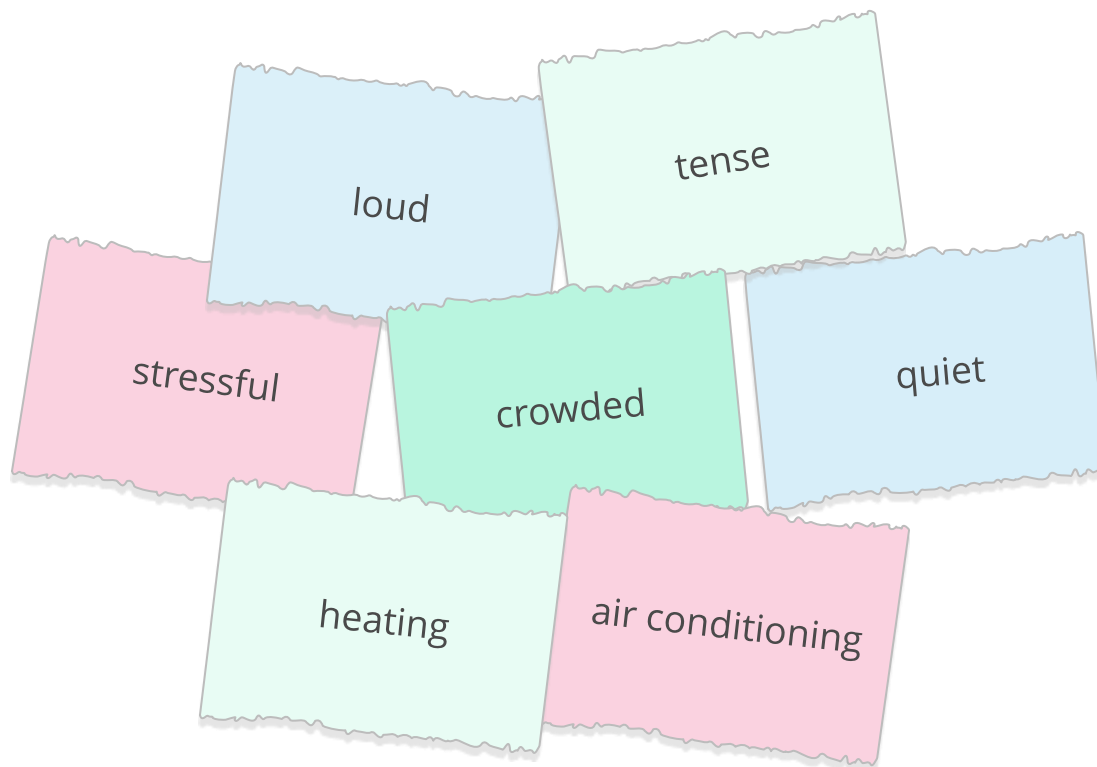
5. My office is _____ dark.



Listening

Listen to your teacher talking about the atmosphere in their workplace.

Which of these words do they not use?

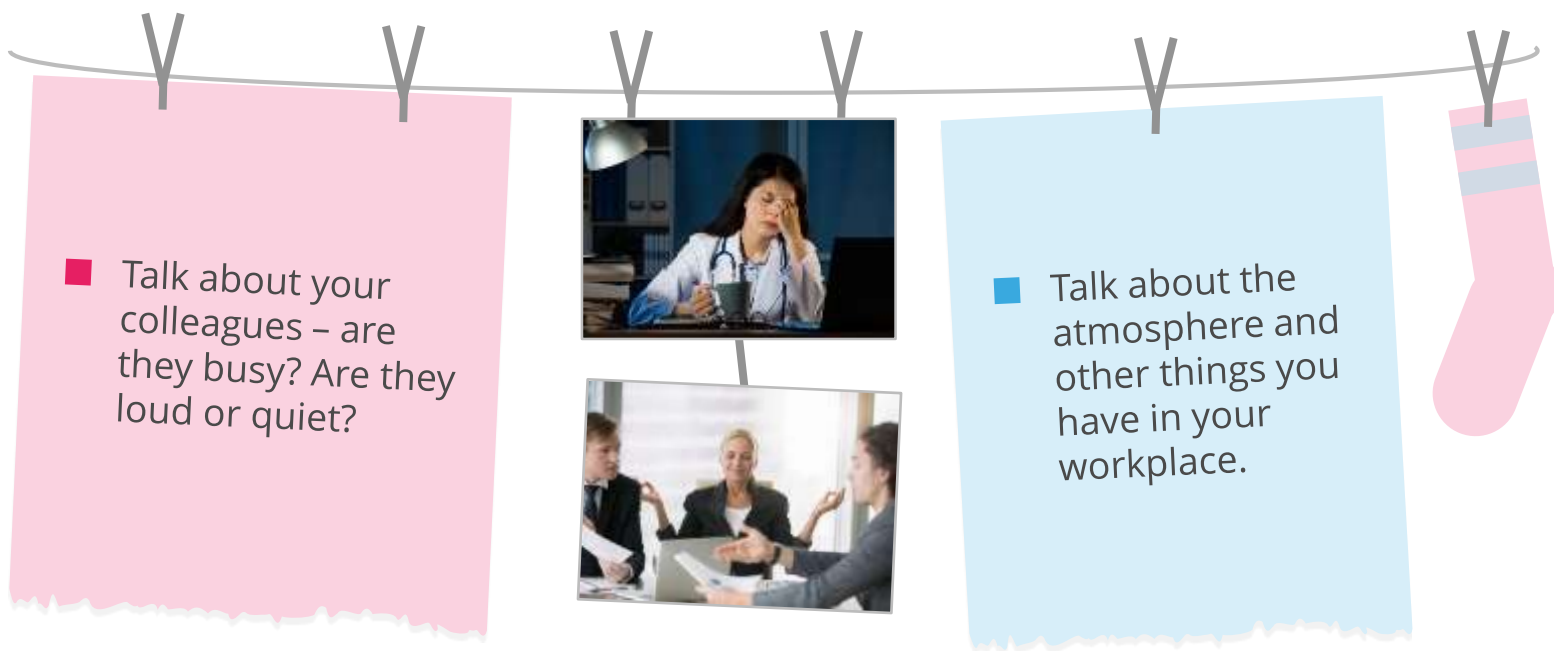




Speaking

You have a new colleague and you are going to tell them about the atmosphere in your office. Be honest!

Make a few notes first about things that you want to talk about.





Speaking

**Now tell your classmates about your workplace.
Listen carefully to each other and try to ask a question at the end.**





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. 26

Positive: relaxed, friendly, easy-going, not too crowded, not too noisy
Negative: tense, stressful, too hot

Exercise p. 25

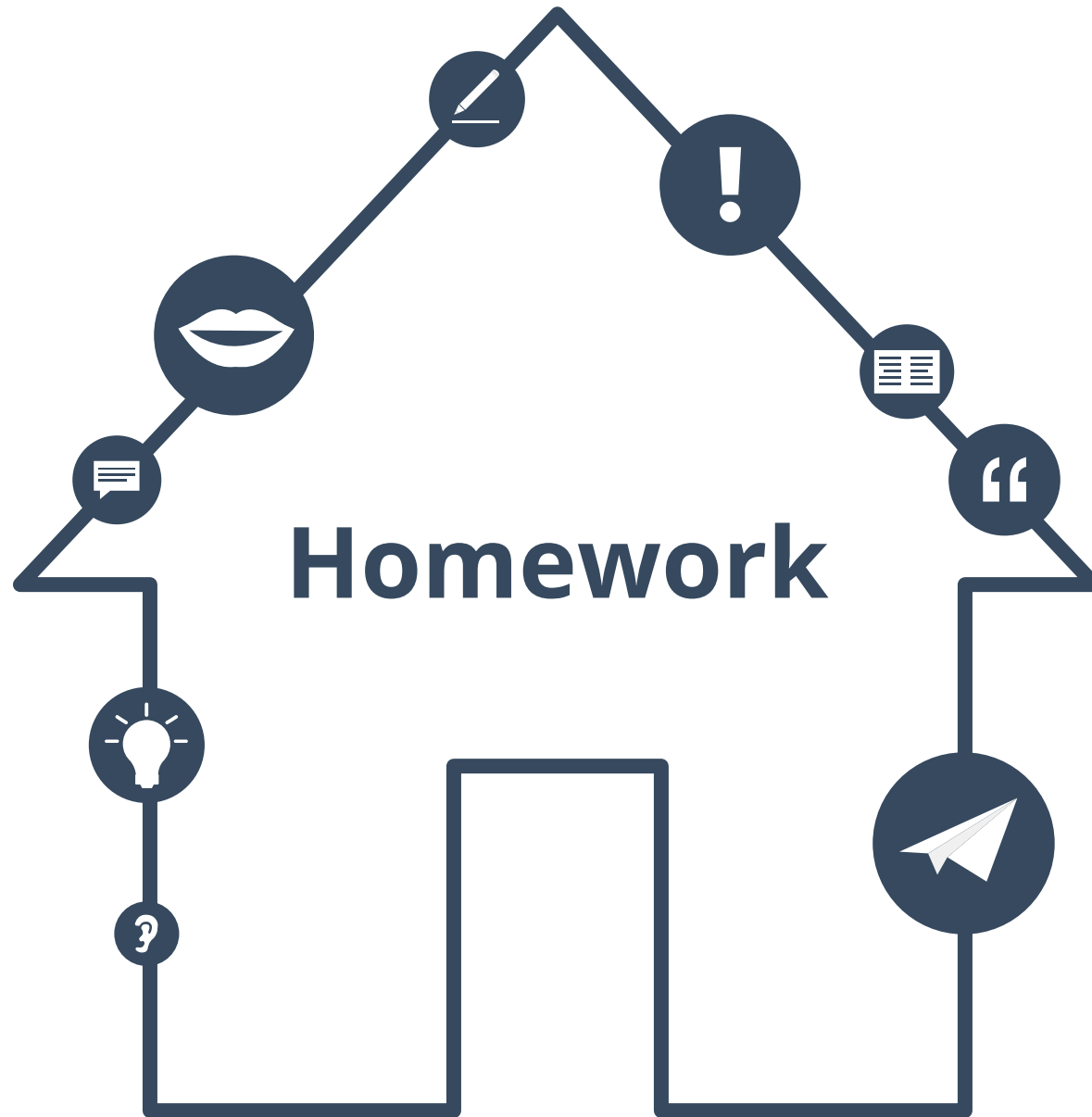
Not mentioned: loud, air conditioning, quiet



Transcription

Exercise p. 24 - 25

The atmosphere in my office is usually relaxed. My colleagues are so friendly and easy-going usually. But, when we have a busy time at work the atmosphere is sometimes tense it is very stressful. My office is not too crowded so it's also not too noisy. The bad thing about my office is that it's always too hot – my colleagues love the heating so much!





Fill in the gaps

1. My office is always too _____ - my colleagues have the air conditioning on too much.
2. My workplace is not too _____, we have lots of space.
3. The atmosphere is usually very relaxed but sometimes it is _____ when we are busy.
4. My workplace is very _____ - people talk and laugh all the time.

noisy

crowded

cold

tense



Writing

**Write a paragraph about the atmosphere in your office.
Use the notes you made on p. 27 to help you.**

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Homework answer key

Exercise p. 34

1. cold, 2. crowded, 3. tense, 4. noisy



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