

# Talking about my office and my tasks

SPEAKING

LEVEL  
Beginner

NUMBER  
EN\_BE\_1218S

LANGUAGE  
English



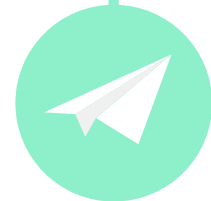


## Goals

- Can use new vocabulary to form basic sentences describing my office and its equipment
- Can discuss the different appearances and personalities of colleagues in my workplace



I have a lot of **nice** colleagues at work. I  
like my colleague Nick. He is a lawyer.  
He is very **kind** and **polite**.





## Preview and warm-up

- In this lesson you are going to practise talking about your **office**, your **colleagues** and your **tasks** at work.



These are my colleagues!



## Pronunciation

office



## Pronunciation

office

bit



## Pronunciation

**office**

**bit**

**chip**



## Pronunciation

**office**

**bit**

**chip**

**live**





## Pronunciation

office

bit

chip

live

ill



## Pronunciation

office

bit

chip

live

ill

Practise pronouncing the ***i* sound** with your teacher.



## Practise saying these words with the *i* sound

with

office

it

this

in

give

think

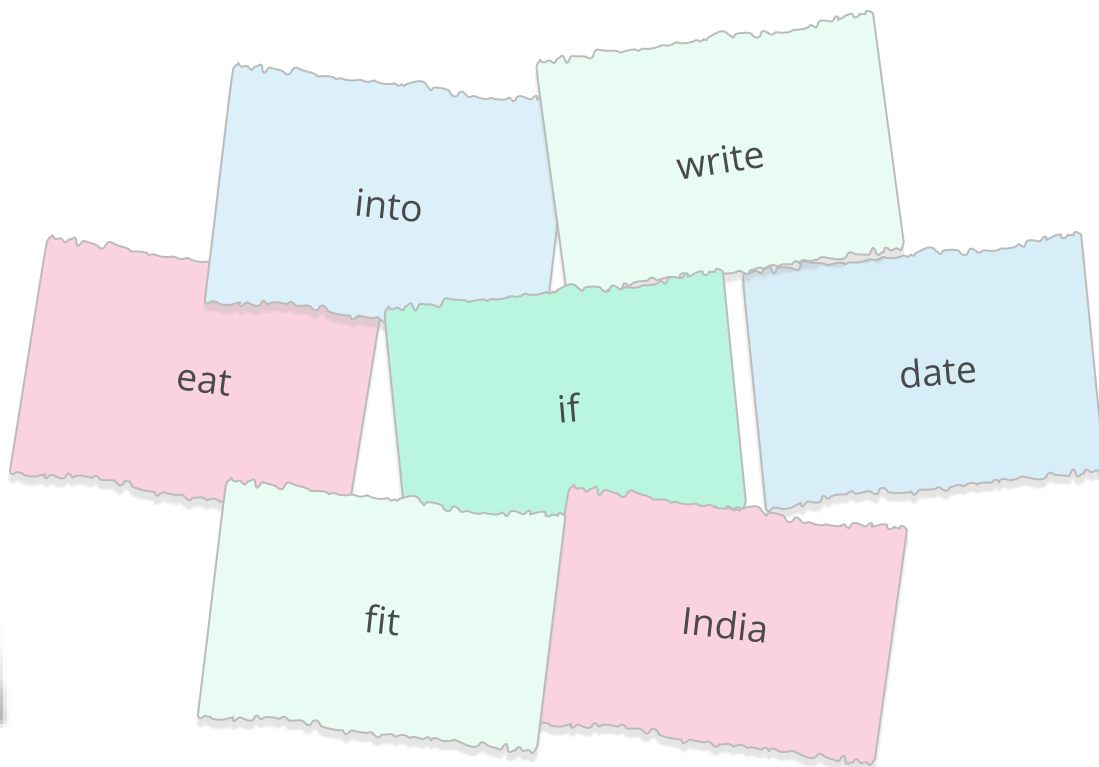
will

sit



## Pronunciation

Which words do not have the same *i* sound as in *office*?





## Vocabulary review

**brown**

**blonde**

**tall**

**medium-height**

**kind**

**selfish**

**lazy**

**intelligent**





## Vocabulary review

desk

laptop

notebook

printer

drawers

send an email

have a meeting

make a phone  
call

give a  
presentation

print a  
document





## Sentences



She has **blonde** hair and she is **tall**.

My colleague Bob is always **kind**.



My colleague John is **selfish**.



## Sentences



He is **making a phone call**.

She is **sending an email** on her **laptop**.



They are **having a meeting**.

He is **printing a document** with the **printer**.

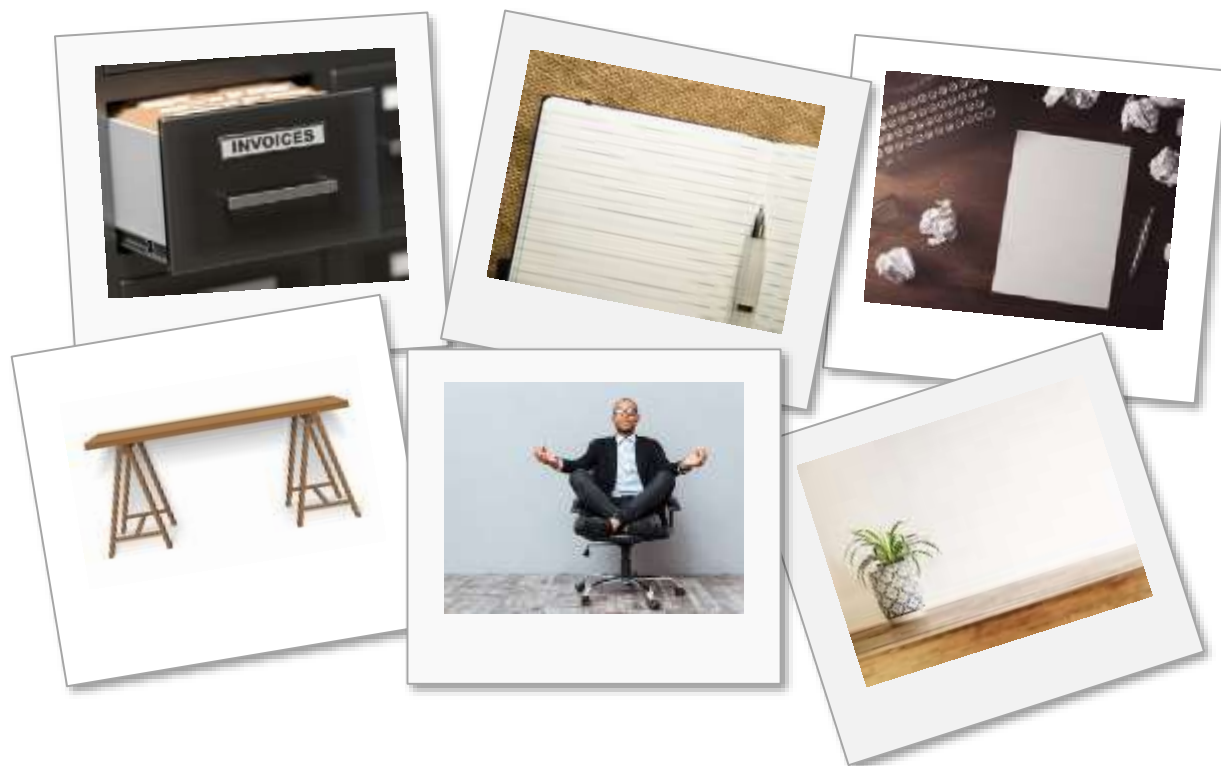






## Speaking

What can you see in the pictures?





What is in these pictures?

A



B



C



D





## Speaking

What is he doing? What office equipment is he using?



email

laptop



**Look at the pictures**

**What are these people doing? What office equipment are they using?**





## Listening

**Listen to your teacher describing one of these people. Who are they talking about?**





## Speaking

Match the labels to the pictures.



A



B



C



D







Choose one of the people in these pictures to describe to your classmates. Can they guess who you're talking about?

A



B



C



D





## Speaking

**Choose one of your colleagues to describe. Tell your classmates about their physical characteristics and their personality.**







## 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. 12**  
write, eat, date

**Exercise p. 17**  
drawers, notebook and pen, paper, desk, chair, plant

**Exercise p. 18**  
A. laptop, B. photocopier, C. computer, keyboard and mouse, D. printer

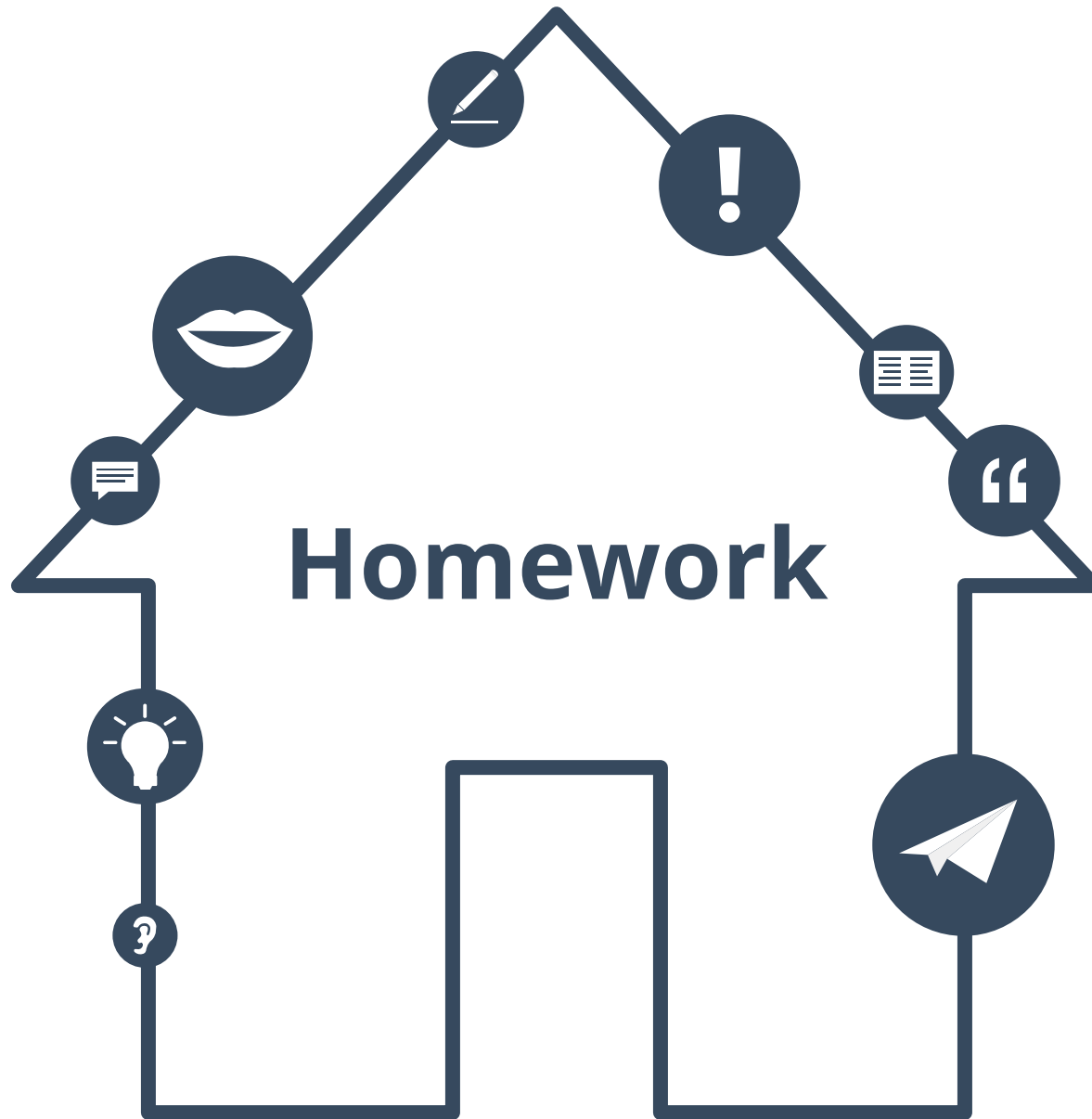
**Exercise p. 21**  
Teacher is talking about the man on the left.

**Exercise p. 22**  
A – stupid  
B – polite  
C – kind  
D – lazy



## Transcription

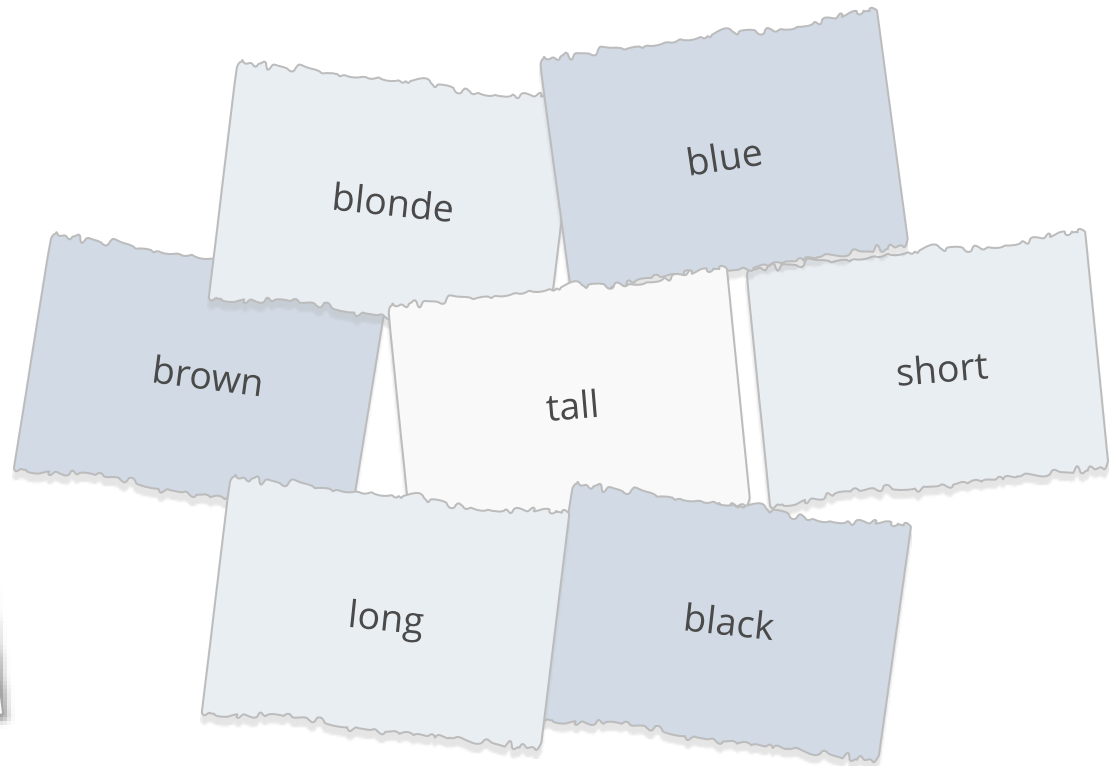
**Exercise p. 21**  
He has short, brown hair and brown eyes. He is medium-height.  
He is intelligent and he is not lazy. He is always nice, kind and  
polite.





## Describing a colleague

Use these words to describe the person in the picture.



[illegible]



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