

# A conversation about changing office

SPEAKING

LEVEL  
Intermediate

NUMBER  
EN\_BE\_2646S

LANGUAGE  
English

lingoda





## Goals

- Can discuss changing offices and relocation.
- Can give my opinion about the various types of office space.







## Preview and warm-up

In this lesson you will practise **talking about changing office** in the context of more detailed spoken production.



**Moving an office abroad** requires a lot of organisation!



## Pronunciation

**term**



## Pronunciation

**term**

**furnished**



## Pronunciation

**term**

**furnished**

**furniture**



## Pronunciation

**term**

**furnished**

**furniture**

**return**





## Pronunciation

term

furnished

furniture

return

workplace

The **/ɜ:/** sound can appear in very different words, **its spelling is not consistent.**

It hardly ever appears at the end of words. It is always **followed by the letter 'r'.**



## Pronunciation practice

Practice the /3:/ sound in sentences.



I will **return** that piece of **furniture**.

The **term** of the **service** is two months.

His **workplace** offers **furnished** flats.



## Vocabulary review

**bullpen (open-plan) office**

**private rooms**

**team-based**

**pick-up time**

**furnished**

**moving date**

**final amount**

**destination**

**parties**

**term**

**damage deposit**

**utilities**





## Example sentences



The **pick-up time** and the **moving date** are 8 am on 1<sup>st</sup> July.

The **parties** of this agreement are Tim Garrett and Monica Bliss.



The **term** of this agreement shall be for one year.

The price does not include the **utilities** and the **damage deposit**.





## Example sentences



The **final amount** includes delivery to the end **destination**.

We offer both open spaced **bullpen offices** and **private rooms**.



Our group works best in a **team-based office**.

I am looking for a **furnished** apartment in the city centre.





## Your dream office

**Describe your dream office. Use the most common office types listed on the left and questions on the right to help you.**

- Bullpen (open-plan) office
- Private rooms
- Co-working
- Team-based
- Cubicles



- What are the advantages of the type of office that you chose?
- What kind of rooms are there?
- What adjectives can describe an office?





## Matching

This is a note from a British moving company. You can see 7 pieces of data. Find the matching word for each piece of data. One piece will have two matching words.

Helen Thomas

1. **Moving:** 3<sup>rd</sup> May, 10:30 am.
2. **From:** 34 Siddals Road, Derby DE1 1AR
3. **To:** 21 Hope Street, Liverpool L1 9DA
4. **Moving fee:** 1500£
5. **Packing fee:** 250£
6. **Total:** 1750£
7. **Staff:** 3 people. 1 truck

movers

final amount  
basic price  
additional charge

pick-up time

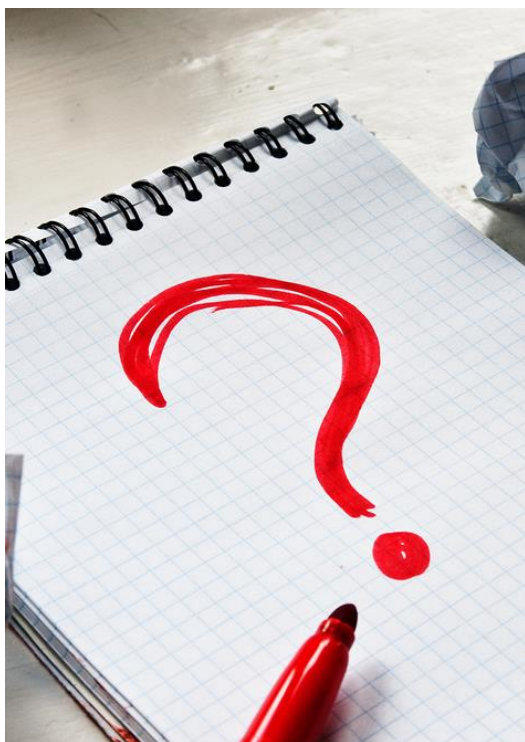
destination  
current  
address

moving date



## Speaking

You are Ms. Thomas from the previous activity. The *moving date* and *pick-up time* are not suitable for you and the *destination* has also been written incorrectly. Call the hiring company and politely ask them to change this information. Use these phrases to help you:



Would it be possible to ...?

Would you be able to ...?

Would you mind ...?





## Moving abroad

Imagine that you are going to move abroad. What kind of place would you like to live in? Think about the following:



location

furnished or  
unfurnished

with or without  
flatmates

house, flat or  
studio

rent

damage deposit

utilities



## Rental agreement

**Your office is moving abroad but your colleague has never rented a flat before. Explain some of the most common words and expression in a rental agreement to help them. Act out the situation with a partner.**



parties

term

utilities

damage deposit

property

tenant

landlord  
or  
landlady

to be due on

failure to



## Complete the sentences

**Complete the sentences that you can use for negotiation.  
willing to / accept / flexible**

1. How \_\_\_\_\_ can you be on that?

2. I'd be \_\_\_\_\_ agree with this if...

3. We are ready to \_\_\_\_\_ with one condition.



## Accepting and refusing

**What do we use these phrases for? Accepting or refusing an offer?**

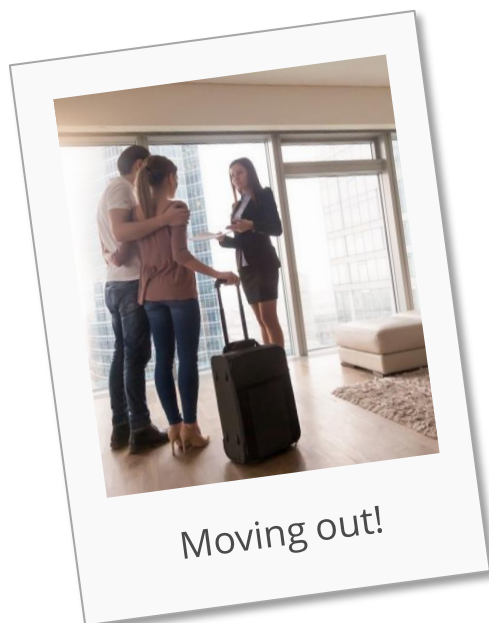
1. I think we have reached an agreement on this.
2. That's out of the question.
3. That's settled then.
4. I am sorry, we can't accept that.
5. We must respectfully decline your offer.
6. We are happy to accept.
7. We have a deal.
8. I am afraid we couldn't agree to that.





## Negotiate

**Negotiate, accept or refuse the following offers.**



1

Your colleague would like to rent a place with you. He wants to live in the centre of the city, in a huge and expensive house.

2

The landlady would like to have three months of damage deposit instead of one.

3

You can spend an extra month in the flat for free if you paint all the walls pink.



## A meeting with a client

**You are a US relocation specialist. You help foreign companies: 1) find new offices there and 2) their employees find apartments. You're planning a meeting with a client whose company is moving to Los Angeles next month.**

Describe the different offices available there.



Explain the moving process, prices and steps involved.



Talk about the range of accommodation options and prices.

Give some tips of how to negotiate, accept or refuse an offer in English.



List 5 things included in a rental agreement in the US.





## Role play

**You are now having your meeting with your client. Use your notes from the previous slide to help guide the meeting. Another student or your teacher will be the client. Act out the conversation!**

So, you're moving to LA! How can I help?



Yes, we're moving our offices there next month.

**Student A:**  
You are the relocation specialist

**Student B:**  
You are the client who company is moving to LA



## 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, p.20

1. Accepting: 1,3,6,7
2. Refusing: 2,4,5,8

### Exercise 2, p.19

1. flexible
2. willing to
3. accept

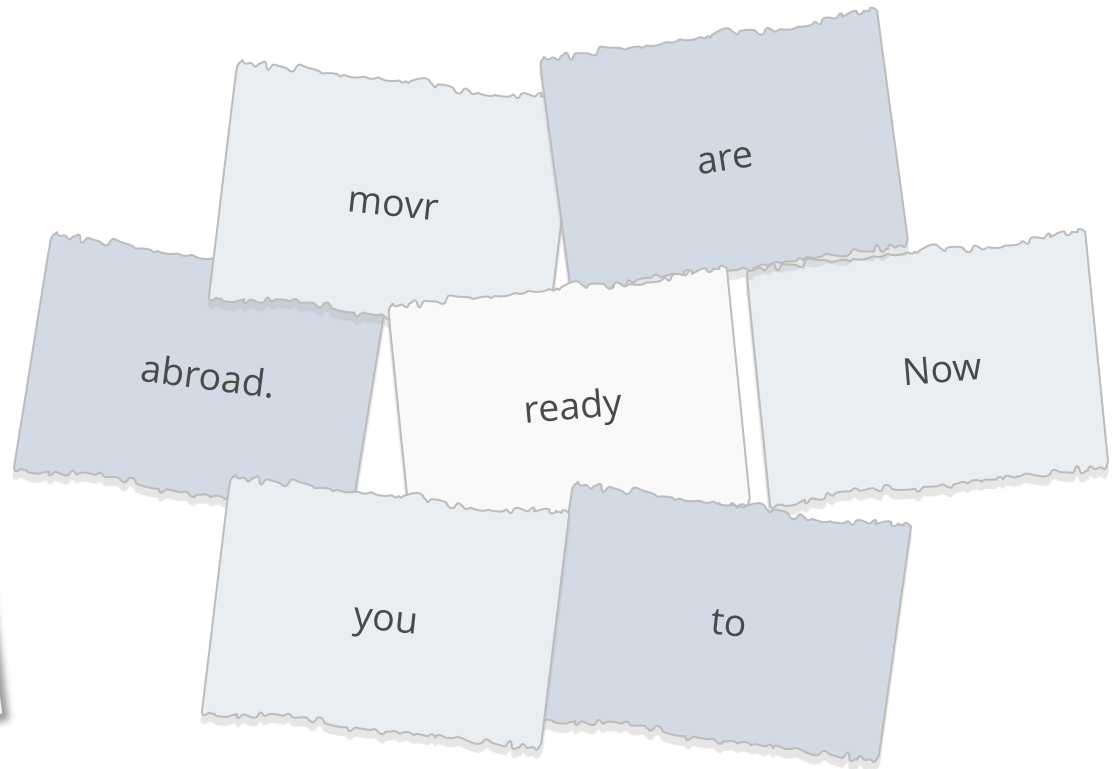
### Exercise 1, p.15

1. moving date & pick-up time
2. current address
3. destination
4. basic price
5. additional charge
6. final amount
7. movers





Unscramble the sentence.





## Homework writing activity

**Write down 10 words and 10 phrases that are the most useful for you from this unit.**

<input type="radio"/>	_____ The most useful words for me are: _____
<input type="radio"/>	_____ The most useful phrases for me are: _____
<input type="radio"/>	_____
<input type="radio"/>	_____
<input type="radio"/>	_____
<input type="radio"/>	_____
<input type="radio"/>	_____
<input type="radio"/>	_____
<input type="radio"/>	_____
<input type="radio"/>	_____
<input type="radio"/>	_____
<input type="radio"/>	_____
<input type="radio"/>	_____
<input type="radio"/>	_____
<input type="radio"/>	_____



## Homework answer key

**Exercise 1, p.28**  
Now you are ready to move abroad!



## About this material

Find out more at  
[www.lingoda.com](http://www.lingoda.com)



This material is provided by

**lingoda**

### **lingoda** Who are we?



Why learn English online?



What kinds of English classes do we offer?



Who are our English teachers?



How do our English certificates work?



We also have a language blog!