

A conversation about my first week at the office

SPEAKING

LEVEL
Lower-intermediate

NUMBER
EN_BE_2118S

LANGUAGE
English

lingoda





Goals

- Can talk in simple terms about my first week at the office and what I do.
- Can have a short conversation using the present tense.



Where do you work?
I **usually work** in Nairobi but **at the moment I am working** in Jakarta.





Preview and warm-up

In this lesson you are going to **practise** talking about working in an **office** and you will practise your **pronunciation**.



I am working late today.



Pronunciation

have

travel

fax

program

hospitality

Practise saying these words with your teacher.
Focus on the **/æ/** sound. It is a **short a** sound like in **cat** and **hat**.



Pronunciation

start

after

hard

fast

heart

Practise saying these words with your teacher.
Focus on the **/ɑ:/** sound. It is a **long a** sound like in **art** and **bar**.



Practise some more words with your teacher. Which ones have a short *a* and which have a long *a*?

banana

bad

car

happy

class

family



Pronunciation

doctor

office

hospitality

Australia

often

Practise saying these words with your teacher.
Focus on the **/ɒ/** sound. It is a **short o** sound like in **hot** and **not**.



Pronunciation

transport

before

autumn

for

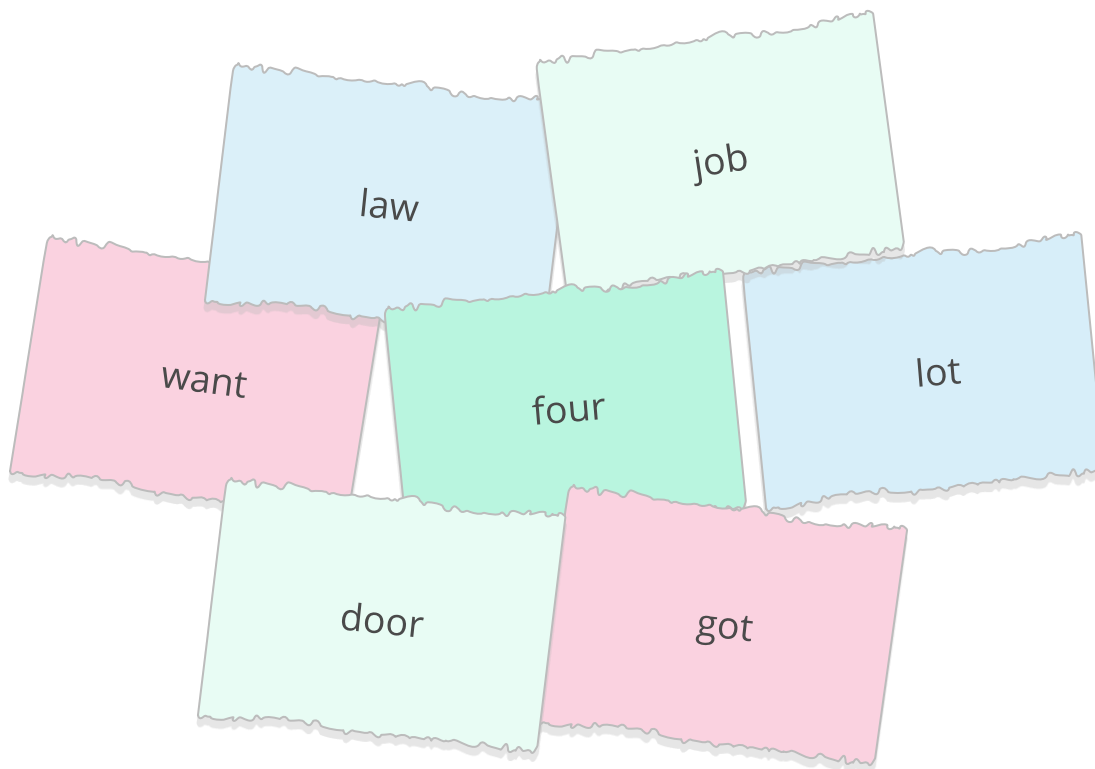
more

Practise saying these words with your teacher.
Focus on the /ɔ:/ sound. It sounds like **or** like in **talk** and **walk**.



Pronunciation

Can you pronounce these words?





Pronunciation

Categorise the words from pages 10 and 13.



job



car



/æ/

/ɑ:/

/ɒ/

/ɔ:/



Brainstorm

Brainstorm as many jobs and their departments as you can remember from the previous lessons.





About you

Say which of these sentences are true for you.
If it is not true, say: *No, I do not start work at 8am. I start work at...*

1. I start work at about 8am.
2. I always finish work at 5pm.
3. I usually eat lunch at my desk.
4. I normally meet friends after work.
5. I leave for work at about 7:30am.



Office equipment

What can you see in these pictures?





Do you remember these phrases? When do you use them in a meeting?

That's enough for today

I'm free

Let's meet on...

Let's get started

The reason for this meeting...

What's your opinion?

Let's have a meeting about that!

Does everyone agree?

Let's finish there



Role play

**You need to have a meeting about buying office equipment.
Practise organising a meeting, getting started, and finishing a meeting.
Use the phrases on the previous page to help you.**



**Student A: You want to
organise the meeting**



**Student B: You are going to
student A's meeting**



Listen to your teacher talking about Marco's job. Put the pictures in the order you hear about them

A



B



C



D





Fill in the gaps

Listen again and fill in the gaps.

Marco is an _____. He works for a big company. He usually _____ in Rome, but at the moment he is working in _____.

Marco usually _____ with his wife and children but now he _____ alone. His wife and children are in Italy.

Marco _____ Hong Kong because it is very interesting. In his free time in Rome he _____ time with his family. But in his free time at the moment he _____ to the gym and sightseeing.





Fill in the gaps

Fill in the gaps to complete the questions.

does

what (x2)

who (x2)

where (x2)

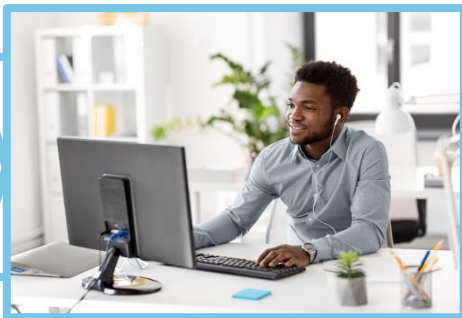
1. _____ is he/she?
2. _____ does he/she do?
3. _____ does he/she usually work?
4. _____ is he/she working at the moment?
5. _____ does he/she usually live with?
6. _____ he/she like his/her new city?
7. _____ is he/she doing in his/her free time at the moment?





Who are they?

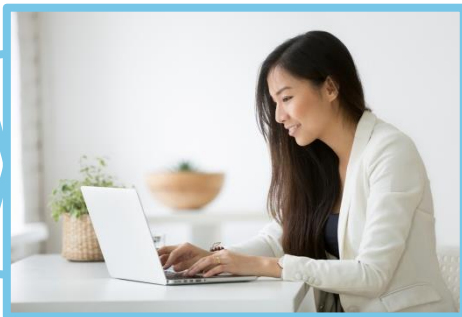
Choose one of these people to talk about.



Eric from Australia



Paulina from Brazil



Marie from Shanghai



Jan from Poland



Who are they?

Using the questions on p. 19 to ask your partner about the person they chose on p. 20.

- Use Marco's story to help you.
- Remember to use the correct tenses.





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

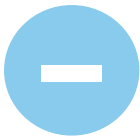
no





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. 7

Short a: bad, happy, family. Long a: banana, car, class

Exercise p. 11

/æ/: bad, happy, family, /ɑ:/: banana, car, class, /b/: job, want, lot, got, /c:/: law, four, door

Exercise p. 17

1. B, 2. D, 3. A, 4. C

Exercise p. 18

architect, works, Hong Kong, lives, is living, loves, spends, is going

Exercise p. 19

1. who, 2. what, 3. where, 4. where, 5. who, 6. does, 7. what



Transcription

Exercise p. 17/18

Marco is an architect. He works for a big company. He usually works in Rome, but at the moment he is working in Hong Kong. Marco usually lives with his wife and children but now he is living alone. His wife and children are in Italy. Marco loves Hong Kong because it is very interesting. In his free time in Rome he spends time with his family. But in his free time at the moment he is going to the gym and sightseeing.





Multiple choice

1. We use an _____ to send letters in.

- a. mobile phone b. photocopier c. fax d. envelope

2. We sit on a _____ in the office.

- a. chair b. desk c. photocopier d. telephone

3. A lawyer works in the _____ department.

- a. marketing b. human resources c. finance d. legal

4. A tour operator works in the _____ industry.

- a. healthcare b. tourism and
hospitality c. insurance d. education



Homework writing

**Write about the character you talked about on p.
Try to answer all the questions from p. about them.**

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Homework answer key

Exercise p. 27
1. D, 2. A, 3. D, 4. B



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