

Reading: My favourite colleague at work

READING

LEVEL
Beginner

NUMBER
EN_BE_1214R

LANGUAGE
English

lingoda



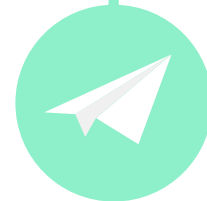


Goals

- Can read and understand a short text about people from work, identifying the present simple and present continuous tenses
- Can form own basic sentences using these tenses about a favourite colleague at work



My favourite colleague is **medium-height** and he has **brown eyes** and **blonde hair**. He is very **nice** and **kind**.





Preview and warm-up

- In this lesson, you will **read a short text** about a **favourite colleague at work**.



My colleague Sue is so **kind**!



Vocabulary review

tall

short

brown

blonde

black

polite

rude

intelligent

kind



lazy



Sentences



The man on the right is **tall** and the man on the left is **short**.

She has **brown** hair.



She has **blonde** hair.

She has **black** hair.





Sentences



Percy is **rude**.

Clark is **intelligent**.



Harry is always **kind**.

My colleague is **lazy**.





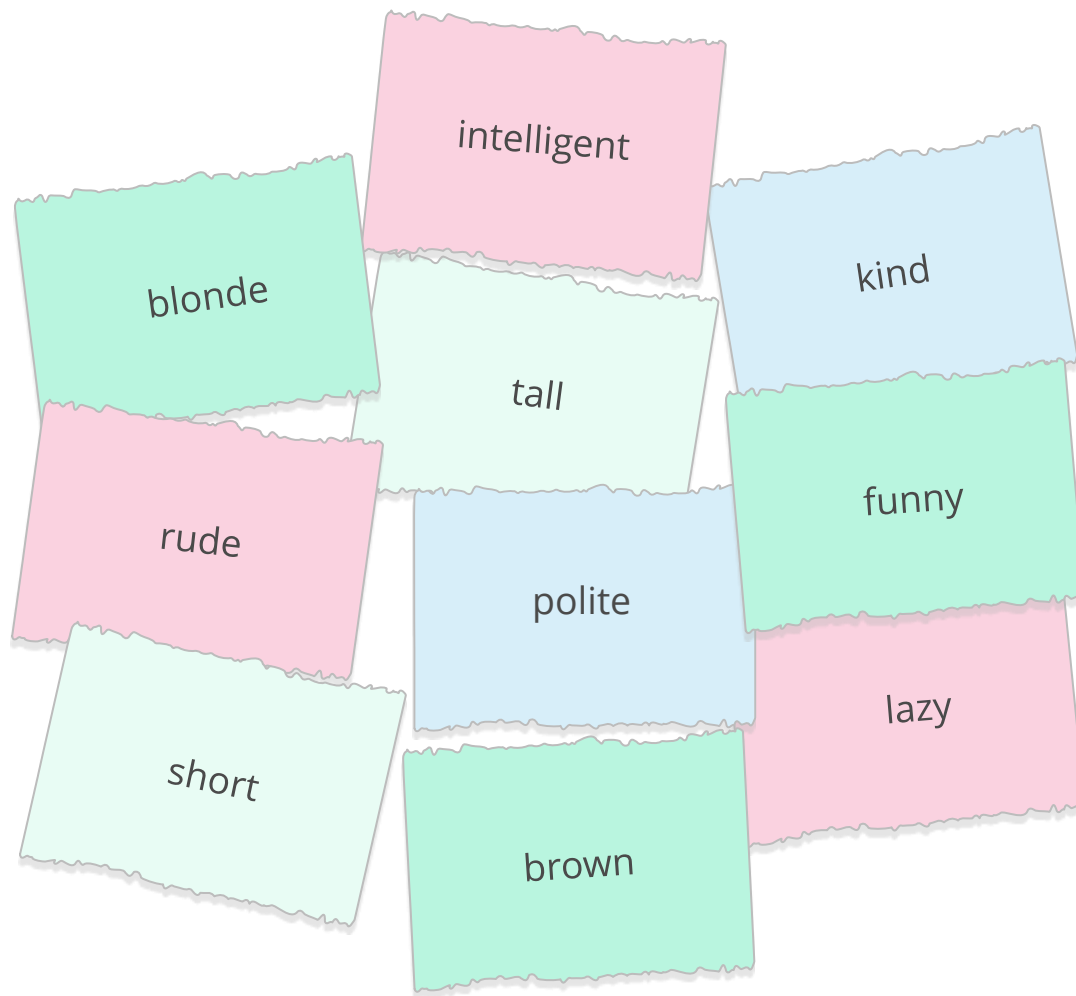
My favourite colleague

My favourite colleague at work is Jean. We work for a company called Hue Solutions. I work as a lawyer and Jean works as a secretary. Jean is **short** and she has **brown** eyes. She has **long, black** hair. She is very **nice** and **kind**. She always helps me with my work. She is **intelligent**. She always says 'please' and 'thank you' - she is very **polite**. She is **funny**; she laughs a lot, but she is **serious** if she has a lot of work to do.





Which of these words did you see in the text?





Speaking

**Do you have
any
colleagues
like Jean?**





Writing

Who is your favourite colleague at work? Write a short paragraph to describe them.

short

tall

hair

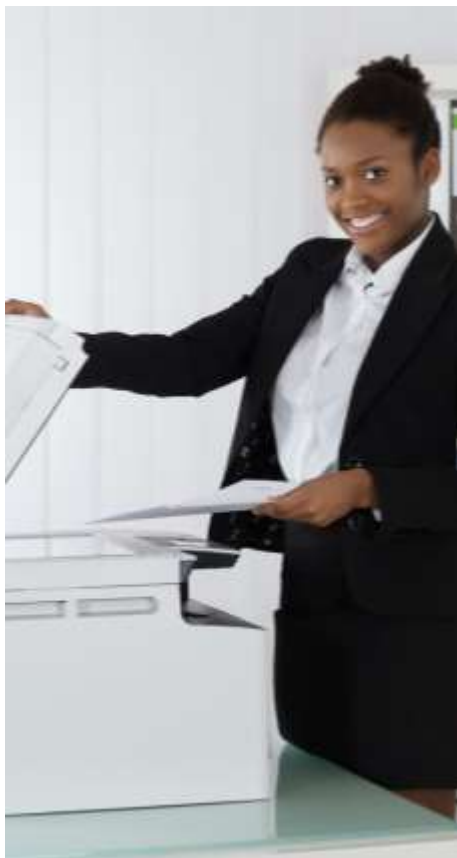
kind

intelligent

polite



My favourite colleague



Jean has a really nice office. She has a **desk** and a **chair**. On her desk there are a lot of **plants**. She has a **computer** and a **keyboard** - she is always typing when I am in her office. She has a **photocopier** in her office. When I am photocopying I always talk to her. She always has chocolate in her **drawers** in her office!



Speaking

Which of these things does Jean have in her office?





What are the people in the pictures doing?

A



B



C



D





Writing

Write a description of the office in this photograph.

desk

laptop



A blank sheet of lined paper with a spiral binding on the left side, intended for writing a description of the office.



Your favourite office

Is there an **office** in your
company that you really **like**?
Talk about it.





My favourite colleague

Jean sits with a man called Donald. He is **lazy** - when I go into the office he is playing on his phone and not working. He is **rude**, he never says 'hello' to me. He is tall and he has **short, blonde** hair and **blue** eyes. I don't like Donald, but I love Jean!





True or false?

	TRUE	FALSE
1. Jean does not sit with Donald.	<input type="checkbox"/>	<input type="checkbox"/>
2. Donald is lazy.	<input type="checkbox"/>	<input type="checkbox"/>
3. Donald always says 'hello' to people.	<input type="checkbox"/>	<input type="checkbox"/>
4. Donald has long, blonde hair.	<input type="checkbox"/>	<input type="checkbox"/>
5. Donald has blue eyes.	<input type="checkbox"/>	<input type="checkbox"/>



Speaking

**Are you polite to
your colleagues?**



**What do you say
and do to be
polite?**



Speaking

Which characteristics do you not like in a colleague?



serious

kind

lazy

polite

rude

intelligent

funny

stupid

nice



Speaking

What is happening in these pictures? Do you want to work with these people?





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. 17

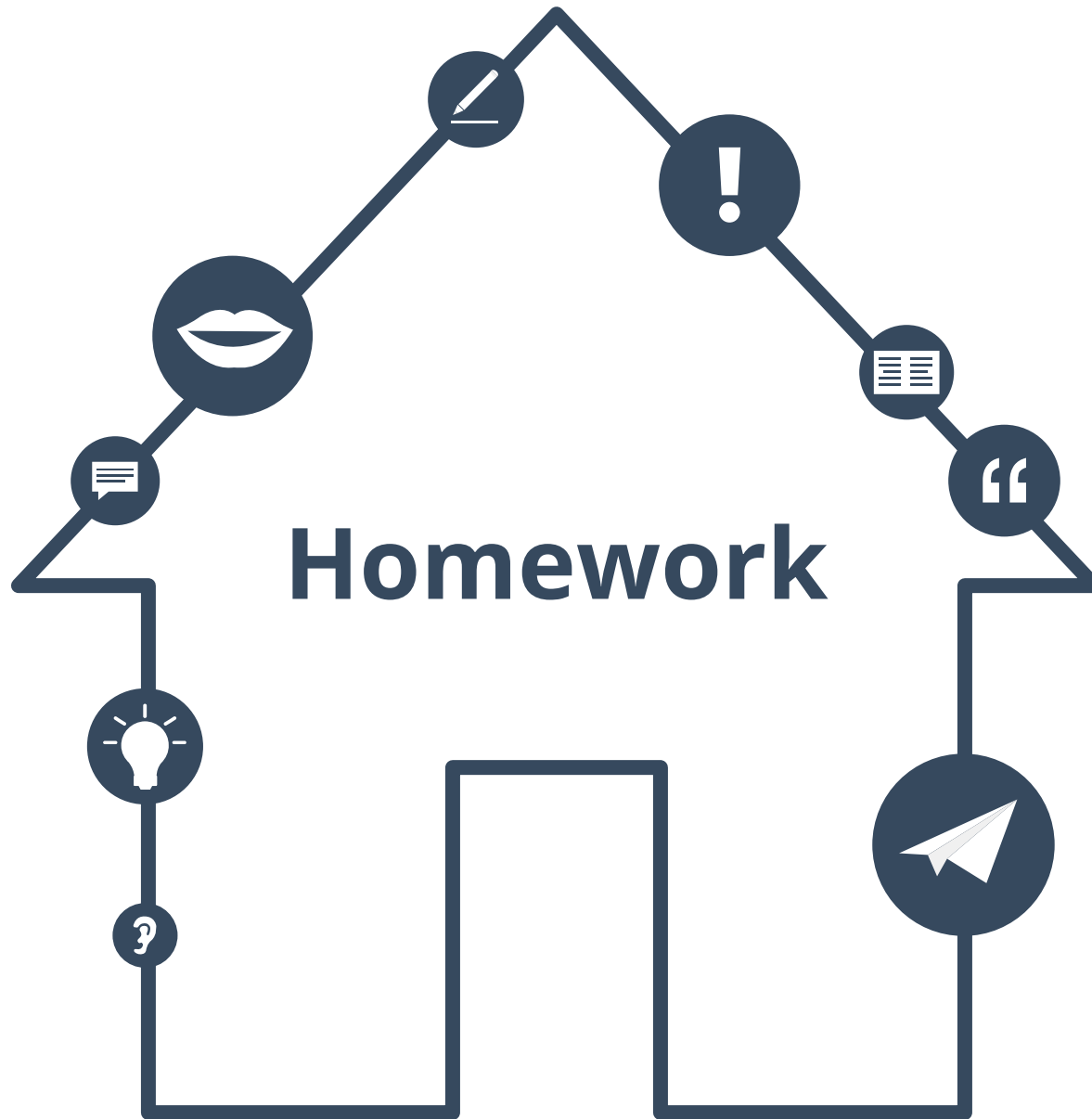
1. F, 2. T, 3. F, 4. F, 5. T

Exercise p. 12

desk, plants, computer, chocolates

Exercise p. 8

intelligent, kind, polite, funny, short, brown





Categorise

Physical
characteristics

Personality

short

kind

brown

rude

intelligent

blue

medium-height

polite

nice

black



Writing

[illegible]



Homework answer key

Exercise p. 26

Physical characteristics: short, blonde, blue, medium-height, black
Personality: kind, rude, intelligent, polite, nice



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