

LESSON 2: OFFICE FLOOR PLAN (part II)



I - LEAD IN

Activity 1: Work alone:

Two people at the police station are giving directions. Listen and fill in the blanks. Then guess where they are trying to get to.



Person 1	Person 2
OK, we're on Second Avenue (1) the (2) Go up Second Avenue one block to Main Street. (3) and walk past the (4) It's on the corner, (5) the supermarket.	OK, so we're outside the entrance of the Police station on Second Avenue. Um, walk down to Green Street and then (6) Um...walk along Green Street one block to Third Avenue. Then, (7) and ...um....(8) Third Avenue for two blocks. It's on the corner of Park Street and Third Avenue, across from City Park.

Activity 2: Work alone:

Fill in the missing letters

 <p>/ɪ'mæː.dʒən.si/ /ɪ'skeɪp/ /'ster.keɪs/</p> <p>_ M _ RG _ NCY _ S _ AP _ ST _ _ RC _ SE</p>	 <p>/'kɔːr.ə.dɔːr/</p> <p>C _ RR _ _ D _ R</p>	 <p>/'dra:p.ɑːf/ /pɔɪnt/ /'er.i.ə/</p> <p>DR _ P - _ FF P _ _ NT/ _ R _ A</p>
 <p>/foʊn/ /buːθ/ /'ɑː.fɪs/ /pɑːd/</p> <p>PH _ N _ B _ _ TH/ _ FF _ C _ P _ D</p>	 <p>/'pæn.tri/</p> <p>P _ NT _ _</p>	 <p>/'sɜː.və/ /ruːm/</p> <p>S _ R _ _ R R _ _ M</p>

II – APPLICATION

Activity 3: Work in group: KAHOOT game

Activity 4: Work in pair:

It's Alex's first day at work. Joe, from HR, is waiting at the drop-off point to greet him and give him a tour of the building and the Dream Space office. Learners are to add missing phrases and sentences to complete the dialogue based on the given key knowledge and hints.

Joe	Welcome to Dream Space! I'm Alex. (1)? (1) ask for the distance from Alex's house to the office
Alex	Well... Not too far. (2) (2) respond with "a twenty-minute drive"
Joe	Cool! Okay... We're at the (3) now. To enter the building lobby, turn left and (4) until you reach the Aroma coffee shop, (5), you will find the entrance lobby on your left. (3) a place where taxi drivers can let you out when arriving at a building (4) continue walking without turning left or right (5) Rephrase "you definitely see it"
Alex	Noted. Oh there are two lift lobbies behind the reception area.
Joe	Well...Our office is (6), so you need to find the <u>low zone lift lobby</u> . Let's take the lift and I will show you around. (6) respond with "6th and 7th floor"
(They arrive at the Dream Space's reception on the sixth floor)	
Alex	Oh, by the way, (7) the emergency escape staircase, please? (7) ask for directions
Joe	Good question! (8) this corridor, and you will find it (9) (8) a phrase with "along" (9) opposite of "on your left"
Alex	Thanks. And (10)? (10) rephrase "Do we have a pantry in our office?", using "there"
Joe	Yes, there is. It's (11) As you can see, we are at the reception now. There are some (12) on your left. They're great for private calls or quick meetings. (11) opposite of "downstairs" (12) a place where people can make private phone calls or video calls
Alex	Lovely! Is that my workspace over there?
Joe	Yes, that's right. We also have some (13) next to the (14) to provide flexible working spaces. (13) a place where people can work quietly or have short meetings (14) a place with computer servers
Alex	Sounds great. Where is the HR's office?
Joe	Go along the corridor until you (15) the <u>breakout area</u> , then turn right, you will see the HR's office on your left. (15) a verb
Alex	Got it.
Joe	Now let's head upstairs.

III – DELIVERY

Activity 5: Work in group:

Do a role-play and act as a receptionist to take new staff members on a tour of your office. You should:

- Guide everyone through the tour and give directions along the way.
- Describe each area and room in the office with detailed locations.

HOMEWORK WORKSHEET

Translate these sentences into English

1. Bạn có thể chỉ tôi làm sao để đi tới thang thoát hiểm không?

⇒

2. Phòng server cách đây bao xa?

⇒

3. Từ điểm đón/trả khách tới cổng chính thì mất khoảng 15 phút đi bộ.

⇒

4. Từ nhà tôi tới văn phòng UA thì mất 20p chạy xe máy.

⇒

5. Đi thẳng cho đến khi bạn tới hồ bơi, chắc chắn bạn sẽ thấy nó, sau đó rẽ phải cho đến khi đi ngang qua sảnh tầng trệt.

⇒

6. Đi dọc theo hành lang và bạn sẽ thấy bếp khô bên tay trái.

⇒

7. Có một phòng họp lớn ở tầng 10 phải không?

⇒

8. Có 2 cái bộ gọi điện/hộp nhanh nằm mỗi bên khu vực làm việc. Chúng đều được đặt ở tầng trên.

⇒

9. Khu giải trí/thư giãn nằm ở tầng trên phía tay trái của bạn và vài buồng họp/làm việc nhỏ nằm ở tầng dưới bên tay phải.

⇒