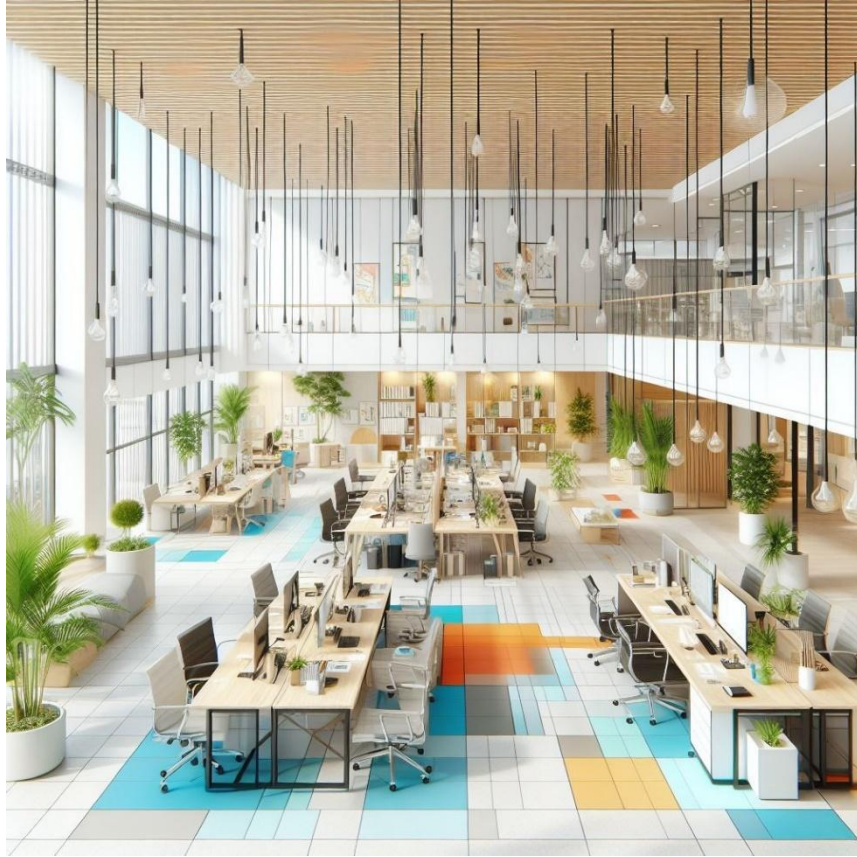


LESSON 1: OFFICE FLOOR PLAN

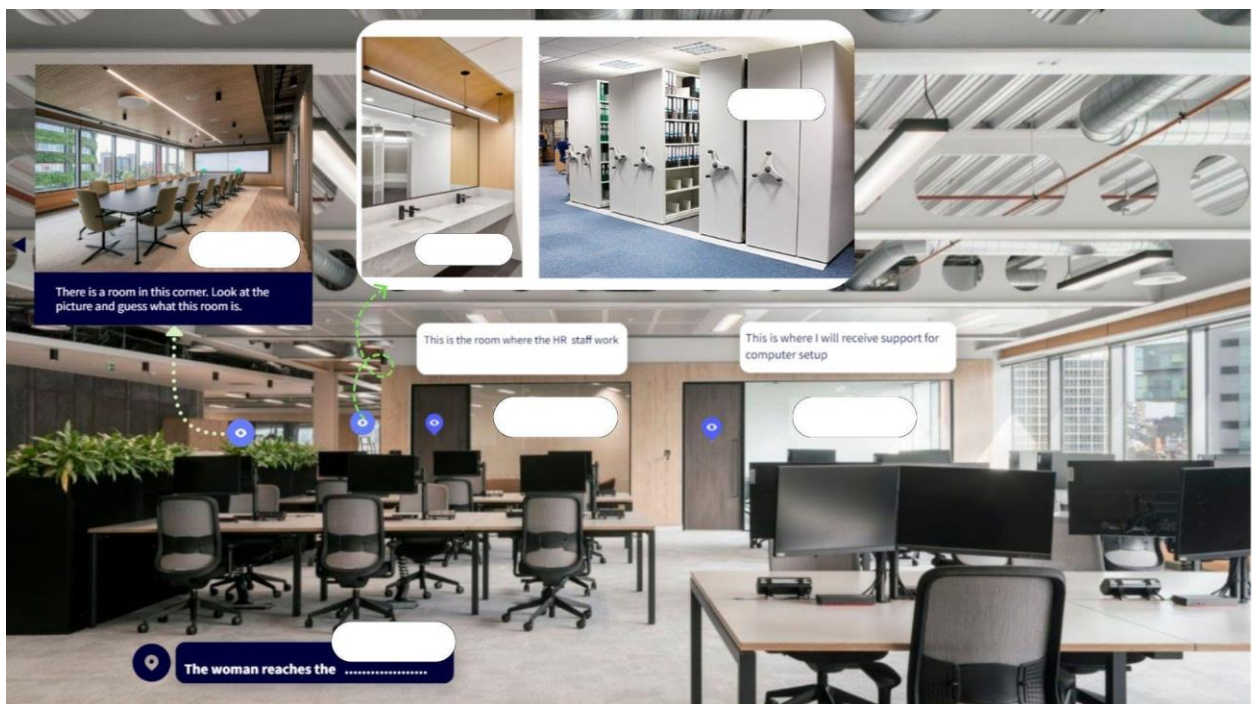
(part I)



I - LEAD IN

Activity 1: Work alone:

Explore the company with the new employee on her first day. Follow the instructor on the office tour and write the names of each room/area on the pictures below.



Activity 2: Work alone:

Fill in the missing letters

 <p>/ˈɑː.fɪs/ /ru:m/</p> <p>HR's _F_I_E/ _O_M</p>	 <p>/ˈmiː.tɪŋ/ /ru:m/</p> <p>_ _ _ T _ N _ _ _ M</p>	 <p>/ˈrest.ru:m/</p> <p>_E_T_O_M</p>
 <p>/ˈstɔːr.ɪdʒ/ /ˈer.i.ə/</p> <p>S_O_A_E AREA</p>	 <p>/lɪft/ /ˈlɑː.bi/</p> <p>L _ _ T _ _ _ BY</p>	 <p>/rɪˈsep.jən/ /ˈer.i.ə/</p> <p>_ EC_P_I_N (AREA)</p>

II – APPLICATION
Activity 3: Work in group: KAHOOT game
Activity 4: Work in pair:

Below is the dialogue between Alex and Jack. Alex is showing Jack around her office. Learners are to finish the dialogue by applying the given key knowledge and hints.

Alex	Welcome to our office, Jack! Let me show you around.
Jack	Yes, please.
Alex	(1)..... is to the left of the lift lobby, and the <u>seating area</u> is (2)..... (1) a space where receptionists work (2) a phrase with "right"
Jack	Okay...Is that a coffee bar?
Alex	Yes, it is. It can also be used as a meeting <u>spot</u> .
Jack	That's great! I love your office already.

Alex	I know, right?... We have two (3)and a <u>boardroom</u> . They are (4) This location allows them to receive as much morning sunlight as possible. Follow me! <i>(3) areas where people meet and discuss work</i> <i>(4) a phrase with "east"</i>
Jack	Wow, they are so spacious and well-furnished.
Alex	Yeah, they really are. (5) And the room.....the boardroom is Mr. Chairman's (6)Come on, let me show you the workspace. It is located at the end of the area. <i>(5) a preposition. That clause means "And the room that <u>faces</u> the board room"</i> <i>(6) a place where Mr. Chairman works</i>
Jack	Cool!
Alex	The workspace has an open floor plan, and there is a restroom (7)of it. <i>(7) a phrase with "side"</i>
Jack	Are there any (8)here? <i>(8) spaces where things are stored</i>
Alex	Yes, there is a small one (9)the printing area. <i>(9) a phrase with "corner"</i>
Jack	Oh, I see.
	<i>(They continue talking...)</i>

III – DELIVERY

Activity 5: Work in pair:

Let's describe your current office by answering the following questions:

1. Where is your office located? (ex: in district 1,..)
2. How many rooms are there in your office?
3. Where is your workspace located?
4. Where is the reception/meeting room/workspace/storage area/restroom located?

HOMework

1. Văn phòng của tôi nằm gần quận 3.



2. Nhà tôi của tôi nằm xa văn phòng.



3. Toà nhà văn phòng của bạn nằm ở đâu?



4. Có bao nhiêu cái ghế ở trong phòng họp vậy?



5. Phòng họp nằm ở phía Đông.



6. Phòng làm việc của Ông Chủ tịch nằm ở phía Bắc hay phía Nam?



7. Có một cái ghế nhỏ ở trong góc phòng họp.



8. Nhà của tôi nằm đối diện công viên.



9. Công trường xây dựng nằm kế bên bệnh viện Good Health.



10. Khu vực kho nằm phía bên trái khu lễ tân phải không?

