

3.2 > New office

Lesson outcome

Learners can write about a change at the workplace.

Lead-in

1 Answer the questions.

- 1 Do you work/study in the same place every day? Where?
- 2 How often do you have to change your work/study location?
- 3 Do you prefer to stay in one location, or do you like change?
I prefer to have the same desk every day because ...

Vocabulary Email phrases

★ 2A Read the email. Answer the questions.

- 1 Who wrote the email?
- 2 What do employees need to do?

Subject: **New workspaces**



¹To all staff,

This week, the new Hong Kong project started and we are now in new teams. Next week, there are new arrangements for all teams, and new workspaces for everyone. In preparation for this on Friday, ²please do the following:

- remove everything from your desk.
- put all of your things in a box.
- write your name on the box.
- please don't move the box. That job is for the warehouse workers.
- look at the plan attached and find your new workspace.

³Thank you for your help. Have a great weekend!

⁴Best wishes,

Beth Lowry
Office Manager

B Match the phrases (a-d) with the phrases (1-4) in the email.

- | | | |
|---|-----------------------------------|-------|
| a | Regards, | _____ |
| b | Dear employees, | _____ |
| c | We appreciate your cooperation. | _____ |
| d | Please follow these instructions. | _____ |

> GIVING INSTRUCTIONS

→ Grammar reference: page 106

What to do

- Remove** everything from your desk.
- Put** all your things in a box.
- Please use** two boxes.

What *not* to do

- Don't put** all your things in one box.
- Please **don't move** the box.



★ 3 Match the sentence halves.

- | | |
|-----------------|---|
| 1 Please arrive | a your things on your new desk. |
| 2 Don't be | b at the new office at 8.00 a.m. on Monday morning. |
| 3 Find | c your new workspace on the office plan. |
| 4 Don't change | d the lunch party at 12.30 p.m. |
| 5 Put | e desks with other employees, please. |
| 6 Please join | f late. |

T Teacher's resources:
extra activities

Reading and Listening

4 Complete the instructions with the correct form of the words and phrases in the box.



dear all don't have don't use for your cooperation go make regards talk

Subject: Meeting room rules



1 _____,

We love the new offices, but we had some problems last week with meeting rooms.

Please ² _____ a meeting room without a reservation. When you need a room,

please ³ _____ to Agnes and ⁴ _____ a reservation. Please ⁵ _____

lunch in meeting rooms. ⁶ _____ to the company canteen for food.

Thank you ⁷ _____.

⁸ _____,

Denise Woo

Admin Assistant

5A 3.01 Listen to the conversation and answer the questions.

- 1 Why does the company need to move?
- 2 What event is on Friday evening?

B Listen again. Complete the notes.



Company hired ¹ _____ new employees last month, need to move to ² _____, _____ offices.

Thursday:

• Everyone in the office: ³ _____ a.m.

• Desk items in boxes. Boxes stay in ⁴ _____.

• No staff in office after ⁵ _____.

Friday:

• Morning - no work. Arrival time - ⁶ _____.

• Employees find desks - don't ⁷ _____ desks!

• Items on new desks.

• ⁸ _____ - party for new office.

Writing 6A Write instructions about the notes in Exercise 5A. Use the words and phrases in the box.



arrive find (x2) join not change not come not stay put

- 1 Thursday: Please _____ at the office by 9.00 a.m.
- 2 _____ all desk items in boxes.
- 3 Thursday: _____ in the office after 12.30 p.m.
- 4 _____ to work on Friday morning.
- 5 _____ your new desk and please _____ it!
- 6 You can _____ your office items on your new desk.
- 7 Please _____ us for a celebration at 6.00 p.m.

B Write an email giving instructions for the office move in Exercise 5B.

Reading **New office****1** Read the email and answer the questions.

- | | |
|-------------------------------------|---|
| 1 Who is Stan Nagy? | 4 When is the delivery? |
| 2 What did employees get last year? | 5 What time can staff come to the office on Thursday? |
| 3 What do they get this year? | |

Subject: New desks and chairs

To all staff,

Last year, we bought new computers for all our employees. This year, there are new desks and office chairs for every employee. Delivery of the desks and chairs is on Thursday next week. In preparation for this, please do the following on Wednesday afternoon:

- Remove everything from your desk.
- Put all of your things in a box.
- Write your name on the box.
- Please don't put your box on your desk.
- Leave your box on the floor.
- Don't put anything on your chair.

On Thursday, please:

- work from home in the morning.
- don't come to the office before 2 p.m.

We appreciate your cooperation. Please keep your new desk tidy!

Best wishes,
Stan Nagy, Office Manager

2 Read the email again. Are the sentences *true* (T) or *false* (F)?

- | | |
|---|-----|
| 1 Staff need new computers. | ___ |
| 2 Staff don't need to pay for their new desks and chairs. | ___ |
| 3 Boxes need to have names on them. | ___ |
| 4 Employees need to leave their things on their desks. | ___ |
| 5 Staff don't need to work on Thursday morning. | ___ |
| 6 It's possible for staff to work from home. | ___ |
| 7 Employees don't need to work in the office on Thursday afternoon. | ___ |
| 8 The Office Manager wants all staff to be tidy. | ___ |

3 Put the words in the correct order to make instructions.

1 work / 9 a.m. / please / at / start / .

2 the weekend / come / don't / to / the office / at / .

3 at / don't / please / eat / desk / your / .

4 don't / please / drive / work / to / .

5 to / bring / don't / large / work / bags / .

6 your / remove / please / desk / any mugs / from / .
