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The 4 page 60 minute ESL British English lesson – 20/08/13

A typical day at the office

Today, let's talk about a typical day at the office. On arrival we are likely to clock in. Many companies use flexitime, which allows staff flexible working times. Grabbing a coffee can help many start their busy day ahead.

One of the first things everybody does is to check their emails, diary or schedule on their computer. During the working day staff may attend several meetings. There could be a weekly section meeting or a meeting with the boss.

Most companies are required by law to offer a screen break for workers. Lunch varies from 30 minutes to an hour. There is also core time when workers must be at their desks. Outside core time smokers tend to clock off to nip outside for a cigarette. This is when gossip is passed around!

There could also be training sessions. Some staff might be sent away on a course where they can learn presentation skills, supervisory skills, assertive skills etc... All this – on top of their normal work! Some members of staff might also meet their customers, clients or agents.

At the end of the working day office workers shut down their computers and go home. Some though take their work home. Others stay and do either unpaid or paid overtime until they have completed their task. This could mean another two hours. Many companies these days don't pay their staff overtime, which frankly is scandalous!

'Dress Down Friday' sees many staff turning up on a Friday in casual clothes. These days many staff dress in what they like to work, though some companies do insist on a dress code; including suits for men. Finally, office workers like to socialise together. The pub is a popular choice on a Friday night!

SPEAKING

Think of three things people do in offices. Go round the room swapping details with others.

LISTENING – WRITING - DICTATION

The teacher will read some lines of the article slowly to the class.

READING

Students should now read the article aloud, swapping readers every paragraph.

SPEAKING - UNDERSTANDING

1) The article – Students check any unknown vocabulary or phrases with the teacher.

2) The article - Students should look through the article with the teacher.

- 1) What is the article about?
- 2) What do you think about the article?
- 3) Was this an easy or difficult article to understand?
- 4) Was this a boring or interesting article?
- 5) Discuss the article.

3) Article quiz - Students quiz each other in pairs. Score a point for each correct answer. Score half a point each time you have to look at the article for help. See who can get the highest score!

Student A questions

- 1) What is 'Dress Down Friday'?
- 2) What are many companies required by law to offer?
- 3) How long is lunch?
- 4) Grabbing something can what?
- 5) What is a popular choice?

Student B questions

- 1) Some members of staff meet whom?
- 2) What is scandalous?
- 3) What does 'frankly' mean?
- 4) What do workers dress in?
- 5) What is 'flexitime' and 'core time'?

Category: Business / Office / Typical Day
Level: Intermediate / Upper Intermediate

A typical day at the office – 20th August 2013

WRITING / SPEAKING

In pairs. On the board write as many words as you can to do with 'a typical day at the office'. *One-two minutes.* Compare with other teams. Using your words compile a short dialogue together.

WRITING / SPEAKING

In pairs – Think of three things you will see in an office then add three things that you actually do there. Write them below. Talk about them!

- 1) _____ (1) _____
- 2) _____ (2) _____
- 3) _____ (3) _____

Add three positive things about working in an office. Then add three negative things. Discuss together.

- 1) _____ (1) _____
- 2) _____ (2) _____
- 3) _____ (3) _____

The teacher will choose some pairs to discuss their findings in front of the class.

SPEAKING – DISCUSSION

In pairs – Student A prefers working in an office. Student B prefers to work elsewhere. *2 mins.*

DISCUSSION

Student A questions

- 1) Did the headline make you want to read the article?
- 2) Do you work in an office? Explain!
- 3) How long is your lunch period?
- 4) What do you do at lunchtime?
- 5) Do you work paid overtime?
- 6) What was the last training session you went on?
- 7) Do you take work home and work for free at home?
- 8) Does your company offer 'Dress Down Friday'?
- 9) Do you attend weekly section meetings?
- 10) Have you learnt anything in today's English lesson?

SPEAKING – ROLEPLAY 1

In groups. One of you is the interviewer. The others are one of the following! You are in the *Discussion FM* radio studio. Today's interview is about: *A typical day in the office.*

- 1) A coffee machine
- 2) A mobile phone
- 3) A computer
- 4) A photocopier

The teacher will choose some groups to roleplay their interview in front of the class.

SPEAKING - ROLEPLAY 2

In pairs. You are in a pub with a friend. Start a conversation about what you did last Friday in the office. *5 mins.*

SPEAKING - ROLEPLAY 3

In pairs. Each of you prepares a two minute account of what you do in the office everyday (Imagine!). Present it to each other. *5 mins.*

SPEAKING - DISCUSSION

Allow 10 minutes – As a class.

Discuss the following...

A typical day at the office

The teacher can moderate the session.

DISCUSSION

Student B questions

- 1) What do you think about what you've read?
- 2) How often do you check your emails at work?
- 3) Do you use your personal mobile phone in the office? Why?
- 4) Do you attend many meetings during your typical day?
- 5) Do you sometimes nip out for a fag?
- 6) Is unpaid overtime in your company common?
- 7) Do you work flexitime?
- 8) What do you wear to work?
- 9) Have you enjoyed this lesson?
- 10) Did you like this discussion?

GAP FILL: READING

A typical day at the office

Today, let's talk about a (1)___ day at the (2)__. On arrival we are likely to clock in. Many companies use (3)__, which allows staff flexible working times. Grabbing a coffee can help many start their busy day ahead.

One of the first things everybody does is to check their (4)__, diary or schedule on their computer. During the working day staff may attend several meetings. There could be a weekly section meeting or a meeting with the boss.

Most companies are required by law to offer a screen break for workers. (5)___ varies from 30 minutes to an hour. There is also core time when workers must be at their desks. Outside (6)___ smokers tend to clock off to (7)___ outside for a cigarette. This is when (8)___ is passed around!

office / gossip / typical / core time / flexitime / emails / nip / lunch

There could also be training sessions. Some staff might be sent away on a course where they can learn presentation skills, supervisory skills, (1)___ skills etc... All this – on top of their normal work! Some members of staff might also meet their customers, clients or agents.

At the end of the working day office workers shut down their computers and go home. Some though take their work home. Others stay and do either unpaid or paid (2)___ until they have completed their task. This could mean another two hours. Many companies these days don't pay their staff overtime, which (3)___ is (4)___!

'Dress Down Friday' sees many staff turning up on a Friday in (5)___ clothes. These days many staff dress in what they like to work, though some companies do insist on a (6)___; including suits for men. (7)___, office workers like to (8)___ together. The pub is a popular choice on a Friday night!

overtime / casual / assertive / frankly / finally / scandalous / dress code / socialise

GAP FILL: GRAMMAR

A typical day at the office

Today, let's talk (1)___ a typical day at the office. On arrival we are likely to clock in. (2)___ companies use flexitime, which allows staff flexible working times. Grabbing a coffee can help many start their busy day ahead.

One of the first things everybody does is to check their emails, diary or schedule on their computer. During the working day staff may attend several meetings. (3)___ (4)___ be a weekly section meeting or a meeting with the boss.

(5)___ companies are required by law to offer a screen break for workers. Lunch varies from 30 minutes to an hour. There is (6)___ core time when workers must be at (7)___ desks. Outside core time smokers tend to clock off to nip outside for a cigarette. This is (8)___ gossip is passed around!

when / most / could / their / many / about / there / also

There could also be training sessions. Some staff might be sent away on a course where they (1)___ learn presentation skills, supervisory skills, assertive skills etc... All this – on top (2)___ their normal work! Some members of staff might also meet their customers, clients or agents.

(3)___ the end of the working day office workers shut down their computers and go home. Some though take their work home. Others stay (4)___ do either unpaid (5)___ paid overtime until they have completed their task. This could mean another two hours. Many companies these days don't pay their staff overtime, which frankly is scandalous!

'Dress Down Friday' sees many staff turning up on a Friday (6)___ casual clothes. These days many staff dress in what they like to work, though some companies do insist on (7)___ dress code; including suits for men. Finally, office workers like to socialise together. The pub is a popular choice (8)___ a Friday night!

on / of / or / in / at / a / and / can

GAP FILL: LISTENING

A typical day at the office

Today, let's talk about _____ office. On arrival we are likely to clock in. Many companies use flexitime, which allows staff flexible working times. _____ can help many start their busy day ahead. One of the first things everybody does is to check their emails, diary or schedule _____ on _____ their _____ computer. _____ staff may attend several meetings. There could be a weekly section meeting or a meeting with the boss.

Most companies are required by law to offer a screen break for workers. Lunch varies from 30 minutes to an hour. There is also core time when workers must be at their desks. _____ smokers tend to clock off to nip outside for a cigarette. This is when gossip is passed around! There could also be training sessions. Some staff might be sent away on a course where they can learn _____, supervisory skills, assertive skills etc...

All this - on top of their normal work! _____ might also meet their customers, clients or agents.

At the end of the working day office workers shut down their computers and go home. Some though _____. Others stay and do either unpaid or paid overtime until they have completed their task. This could mean another two hours. Many companies these days don't pay their staff overtime, which frankly is scandalous!

' _____ ' sees many staff turning up on a Friday in casual clothes. These days many staff dress in what they like to work, though some companies do _____; including suits for men. Finally, office workers like to socialise together. The pub is a popular choice _____!

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WRITING/SPELLING

WRITING / SPEAKING

1) Office life - *In pairs/As a class* - Discuss briefly the following:

- 1) Meetings
- 2) Bosses
- 3) Sections
- 4) Office canteen
- 5) *The I.T. or H.R. Dept.*

Now add another five ideas of your own!

2) Sentence starters - Finish these sentence starters. Correct your mistakes. Compare what other people have written.

- 1) I work _____
- 2) I start _____
- 3) Lunch _____

3) Homework - Write and send a 200 word email to your teacher about: **A typical day at the office.** Your email can be read out in class.

GAP FILL READING

- 1) typical
- 2) office
- 3) flexitime
- 4) emails
- 5) lunch
- 6) core time
- 7) nip
- 8) gossip

ANSWERS

- 1) assertive
- 2) overtime
- 3) frankly
- 4) scandalous
- 5) casual
- 6) dress code
- 7) finally
- 8) socialise

SPELLING

The teacher will ask the class individually to spell the following words that are in the article. Afterwards check your answers.

- 1) flexitime
- 2) typical
- 3) diary
- 4) schedule
- 5) lunch
- 6) cigarette
- 7) nip
- 8) could
- 9) might
- 10) assertive

SPELLING

Use the following ratings:

Pass = 12

Good = 15

Very good = 18

Excellent = 20

- 11) though
- 12) overtime
- 13) scandalous
- 14) frankly
- 15) casual
- 16) finally
- 17) socialise
- 18) choice
- 19) unpaid
- 20) supervisory

A typical day at the office – *20th August 2013*