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The 4 page 60 minute ESL British English lesson – 30/09/15

Bad Office Etiquette – part 2

Today, we are going to be looking at more bad office etiquette. For example, bad language is often used at work. It shouldn't be. Whilst some is probably ok, endless swearing is not ok!

Boasting to others how much you earn is another big no-no. Perhaps it's better to be a bit coy. Bragging about your salary to someone who you then discover actually earns more than you might make you look like a fool! That person, if earning less, might then resent you. Simply by buying your round of coffees might signal your earning power in a more subtle way – right?

Mind you, never buying your round of coffees in the office isn't particularly clever. Nor is not buying your round in the pub after work on a Friday night a good idea. You could end up looking like the office skinflint (Tight!). Bosses who earn ten times what their staff do should definitely put their hand in their pocket. This applies to buying cakes, if allowed.

There is nothing worse than someone checking their email on their mobile when talking to someone. Most of us do it – I bet you do? Certainly bosses are likely to do it while talking to staff. It's bad etiquette but it's rife! Checking one's mobile appears to be more important than talking to a member of staff. That important order or contract could just excuse the moment.

Gross behaviour is the most common form of bad office etiquette. This could range from eating an egg mayonnaise sandwich to picking your nose, and worse...eating it! You might suffer from BO (Body Odor) i.e. smelling bad. The opposite is too much perfume. Do you hang your running or cycling kit over your chair? Perhaps you have bad breath? Are the loos in your office clean? Do you clip your toenails in the office? Ugh! Hopefully now, your office etiquette might improve...

SPEAKING – WARM UP

Think of three bad types of office etiquette. 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 does 'a bit coy' mean?
- 2) What does 'the office skinflint' mean?
- 3) What does 'to put your hand in your pocket' mean?
- 4) What is 'gross behaviour'?
- 5) What does 'rife' mean?

Student B questions

- 1) What is 'an egg mayonnaise sandwich'?
- 2) What is a 'fool'?
- 3) What does 'resent' mean?
- 4) What does 'subtle' mean?
- 5) What does 'bragging' mean?

Category: Business / Office / Office Etiquette
Level: Intermediate / Upper Intermediate

WRITING / SPEAKING

In pairs. On the board write as many words as you can about '**Etiquette**'. *One-two minutes.* Compare with other teams. Using your words compile a short dialogue together.

WRITING / SPEAKING

In pairs - Think of three types of rude etiquette. Write them below. Talk about them!

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

WRITING / SPEAKING

In pairs – **Office** – Write down 20 things *you* do every day in your office. Discuss together.

WRITING / SPEAKING

In pairs – **Synonyms** – Choose 5 words from the article. Find a suitable synonym for each word. **The teacher** can select some students to find out your words.

DISCUSSION

Student A questions

- 1) What do you think about what you've read?
- 2) Are you a bit coy about how much you earn?
- 3) Do you buy a round of coffees now and again?
- 4) Does your boss put his hand in his pocket?
- 5) Are there many office skinflints in your office?
- 6) Do you go to the pub after work on a Friday?
- 7) Do you have cakes in your office?
- 8) Do people buy sweets for others in your office?
- 9) Does anybody pick their nose in your office?
- 10) Have you learnt anything today?

SPEAKING – ROLEPLAY 1

In groups. One of you is the interviewer. The others are one of the following people. You are in the *Discussion FM* radio studio in London. Today's interview is about: *The importance of Etiquette.*

- 1) A student at school.
- 2) An office worker.
- 3) A diplomat.
- 4) A boss.

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

SPEAKING - ROLEPLAY 2

In pairs - *Student A* is a reporter. *Student B* is an office worker. You are in an office. *Student A* is interviewing *Student B* about bad office etiquette. *3 mins.* *The class can listen in!*

SPEAKING - DISCUSSION

Allow 10 minutes – As a class.

Discuss the following...

Other types of etiquette – school etiquette / diplomatic etiquette / your two choices of etiquette

The teacher can moderate the session.

DISCUSSION

Student B questions

- 1) Did the headline make you want to read the article?
- 2) Do you know anyone who suffers from BO?
- 3) Is bad etiquette rife in your office?
- 4) Do you hang your running or cycling kit over your chair?
- 5) Are the loos in your office clean?
- 6) What happens if someone passes wind in your office?
- 7) Does your boss check his/her mobile phone when talking to you?
- 8) Is there a lot of bad language in your office?
- 9) Do you know anyone who overdoes the perfume in your office?
- 10) Did you like this discussion?

GAP FILL: READING

Bad Office Etiquette – part 2

Today, we are going to be looking at more bad office etiquette. For example, bad language is often used at work. It shouldn't be. Whilst some is (1)___ ok, endless swearing is not ok! Boasting to others how much you (2)___ is another big no-no. Perhaps it's better to be a bit (3)___ . Bragging about your (4)___ to someone who you then discover actually earns more than you might make you look like a fool! That person, if earning less, might then (5)___ you. Simply by buying your round of coffees might signal your earning power in a more subtle way – right?

Mind you, never buying your round of coffees in the office isn't particularly clever. Nor is not buying your round in the pub after work on a Friday night a good idea. You could end up looking like the office (6)___ (Tight!). Bosses who earn ten times what their (7)___ do should (8)___ put their hand in their pocket. This applies to buying cakes, if allowed.

skinflint / resent / earn / definitely / staff / probably / coy / salary

There is nothing worse than someone checking their email on their mobile when talking to someone. Most of us do it – I (1)___ you do? Certainly bosses are likely to do it while talking to staff. It's bad etiquette but it's (2)___! Checking one's mobile appears to be more important than talking to a member of staff. That important order or (3)___ could just (4)___ the moment.

Gross behaviour is the most common form of bad office etiquette. This could (5)___ from eating an egg mayonnaise sandwich to picking your nose, and worse...eating it! You might suffer from BO (Body Odor) i.e. smelling bad. The opposite is too much perfume. Do you hang your running or cycling kit over your chair? Perhaps you have bad breath? Are the (6)___ in your office clean? Do you (7)___ your toenails in the office? Ugh! Hopefully now, your office (8)___ might improve...

loos / etiquette / range / rife / excuse / contract / bet / clip

GAP FILL: GRAMMAR

Bad Office Etiquette – part 2

Today, we are going to be looking at (1)___ bad office etiquette. For example, bad language is often used at work. It shouldn't be. (2)___ some is probably ok, endless swearing is not ok! Boasting to others how (3)___ you earn is another big no-no. Perhaps it's better to be a bit coy. Bragging about your salary to someone who you then discover actually earns more than you (4)___ make you look like a fool! That person, if earning less, might (5)___ resent you. Simply by buying your round of coffees might signal your earning power in a more subtle way – right?

Mind you, never buying (6)___ round of coffees in the office isn't particularly clever. Nor is not buying your round in the pub after work on a Friday night a good idea. You (7)___ end up looking like the office skinflint (Tight!). Bosses who earn ten times what their staff do (8)___ definitely put their hand in their pocket. This applies to buying cakes, if allowed.

should / your / might / whilst / more / could / then / much

There is nothing worse than someone checking their email (1)___ their mobile when talking to someone. Most of us do it – I bet you do? Certainly bosses are likely to do it while talking to staff. It's bad etiquette (2)___ it's rife! Checking one's mobile appears to be more important than talking to a member (3)___ staff. That important order (4)___ contract could just excuse the moment.

Gross behaviour is (5)___ most common form of bad office etiquette. This could range from eating an egg mayonnaise sandwich to picking your nose, and worse...eating it! (6)___ might suffer from BO (Body Odor) i.e. smelling bad. The opposite is (7)___ much perfume. Do you hang your running or cycling kit over your chair? Perhaps you have bad breath? Are the loos in your office clean? Do you clip your toenails (8)___ the office? Ugh! Hopefully now, your office etiquette might improve...

you / but / or / on / in / too / the / of



GAP FILL: LISTENING

Bad Office Etiquette – part 2

Today, we are going to be looking at more bad office etiquette. For example, _____ often used at work. It shouldn't be. Whilst some is probably ok, endless swearing is not ok! Boasting to others how much you earn is another big no-no. Perhaps it's better to be a bit coy. _____ to someone who you then discover actually earns more than you might make you look like a fool! That person, if earning less, might then resent you. Simply by buying your _____ might signal your earning power in a more subtle way – right?

Mind you, never buying your round of coffees in the office isn't particularly clever. Nor is not buying your round in the pub after work on a Friday night a good idea. You could end up looking like _____ (Tight!). Bosses who earn ten times what their staff do should definitely put their _____. This applies to buying cakes, if allowed. There is nothing worse than someone checking their email on their mobile when talking to someone. _____ – I bet you do? Certainly bosses are likely to do it while talking to staff.

It's bad etiquette but it's rife! Checking one's mobile appears to be more important than talking to a member of staff. That important _____ just excuse the moment.

_____ the most common form of bad office etiquette. This could range from eating an egg mayonnaise sandwich to picking your nose, and worse...eating it! You might suffer from BO (Body Odor) i.e. smelling bad. The opposite is too much perfume. Do you hang your running or _____ chair? Perhaps you have bad breath? Are the loos in your office clean? Do you clip your toenails in the office? Ugh! Hopefully now, your office _____

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WRITING/SPELLING

WRITING / SPEAKING

1) On the board - *In pairs/As a class*, list 20 things on your desk. *One-two minutes. Talk about each of them.*

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

- 1) My boss _____
- 2) Office etiquette _____
- 3) In my office _____

3) Write down 50 words about: *Bad Office Etiquette*. Your words can be read out in class.

4) Homework - Write and send a 200 word email to your teacher about: ***Bad Office Etiquette***. Your email can be read out in class.

SPELLING

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

- 1) etiquette
- 2) mayonnaise
- 3) often
- 4) whilst
- 5) probably
- 6) much
- 7) earn
- 8) salary
- 9) opposite
- 10) actually

SPELLING

Use the following ratings:

Pass = 12
Good = 15
Very good = 18
Excellent = 20

- 11) fool
- 12) might
- 13) resent
- 14) simply
- 15) subtle
- 16) particularly
- 17) skinflint
- 18) tight
- 19) rife
- 20) behaviour

Bad Office Etiquette – part 2 – *30th September 2015*