

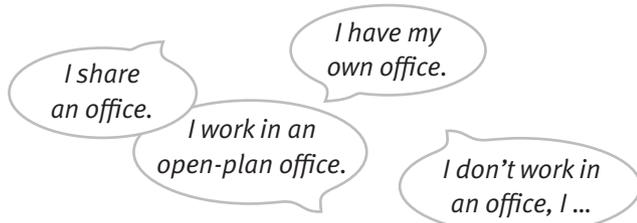


## Starter

### An office complex

Make a list of rooms and areas that you need in an office complex.

**1a** In groups, talk about where you work and say what you like and don't like about your workplace.



**1b** <sup>1/52</sup> Listen to Oliver, the manager of the newly-opened branch of Globetrotter Travel. He welcomes Monique, the Canadian owner of the company, to their new offices in Edinburgh. What do they do after coffee?

<sup>1/53</sup> Listen again and complete the sentences.

- Hello, \_\_\_\_\_ to Globetrotter UK.
- Can I get you \_\_\_\_\_?
- Let me introduce you to your \_\_\_\_\_.
- Would you like to \_\_\_\_\_?

**1c** Work with a partner. Welcome him / her to your company and make small talk for a few minutes, then offer him / her a drink and offer to show him / her around.

**1d** <sup>1/54</sup> Oliver shows Monique around the office complex. Listen and tick the rooms that are on the list you made in the Starter exercise. Add any other rooms that Oliver talks about. Which of the rooms are there in the building that you're in now?

**1e** <sup>1/55</sup> Listen again and answer the questions.

- When is the receptionist there?
- Are all of the offices open plan?
- Why is Oliver's office untidy?
- Why don't they have a canteen?
- Where do the employees have lunch?

**2a** Look at this stationery catalogue and, with a partner, match the pictures to the words.

### Catalogue

Price: £1.00 (Pack of 4)	Price: £1.00 (Pack of 4)
Price: £2.00 (Pack of 5)	Price: £10.00
Price: £5.00	Price: £40.00 (Pack of 10)
Price: £7.00	Price: £8.00 (Pack of 12)

- |  |   |                                     |
|--|---|-------------------------------------|
| <input type="checkbox"/> a) hole punch       | <input type="checkbox"/> d) eraser        | <input type="checkbox"/> g) stapler |
| <input type="checkbox"/> b) scissors         | <input type="checkbox"/> e) files         | <input type="checkbox"/> h) pencil  |
| <input type="checkbox"/> c) pencil sharpener | <input type="checkbox"/> f) Post-it notes |                                     |

**2b** Fill in the order form. Work with a partner. You have £200. What would you order for twelve employees and how you are going to pay?

Company: \_\_\_\_\_ Email: \_\_\_\_\_

Item	Colour	Quantity	Price (£)
Total			£

Delivery (please tick): same day  standard (3–5 days)

Payment type: Visa  Mastercard  debit card

**2c** In groups, describe your office or working area. What personal things do you have there, like photos or your favourite coffee mug?

