GLobetrotter A: Work More activities → www: A2.1GTAW





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.

/	I have own o	I don't work in
орен-р	nun office.	an office, I

1/52 **Listen to Oliver,** the manager of the newlyopened 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?

 $\mathfrak{S}_{1/53}$ Listen again and complete the sentences.

1	Hello,	_ to Globetrotter UK.			
2	Can I get you	?			
3	Let me introduce you to your				
4	Would you like to	?			

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 \$\infty_{1/54}\$ 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?

- 1/55 **Listen again** and answer the questions.
- 1 When is the receptionist there?
- 2 Are all of the offices open plan?
- Why is Oliver's office untidy?
- 4 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.



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?

f) Post-it notes

c) pencil sharpener

Company:		Email:			
Item	Colour	Quantity	Price (£)		
Total			£		
Delivery (please tick): same day standard (3–5 days) Payment type: Visa Mastercard debit card					

In groups, describe your office or working area.

What personal things do you have there, like photos or your favourite coffee mug?





GLobetrotter A: Trave

More activities → www: A2.1GTAT





Your favourite city

What's your favourite city in this country? What's your favourite city abroad? Why? What makes a city interesting to you?

Monique, from Canada is in the UK. She wants to visit her friend Kate in Leeds. Read her text message. When is she going to arrive in Leeds?



Write a similar message on a piece of paper to someone in your class. Replace the bold phrases. "Send" it to the person.

1/56 Listen to Monique and Kate making plans. Underline the places they talk about.

Leeds Corn Exchange | Leeds Museum | Leeds Art Gallery | Yorkshire Moors



Leeds Corn Exchange

1/57 **Listen again and make notes** of their plans for the weekend. Then check in class.

In small groups, choose a guest for the weekend:

a teenager | a mother and her 10-year-old daughter your mother | an Irish woman who only speaks English | an American about your age

Now talk about places you could take them on Friday, Saturday and Sunday.

Shall we ...? What about ...?

We could ... Maybe he'd / she'd like to ...

How about ...?

Then tell the class your plans for the weekend: On Friday, we're going to pick him / her up ...

3a	Monique	is	looking	for	SOL	ıveni	rs.
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Read Kate's suggestions. Match them to the pictures.

- a) You could get your mum an oven glove she loves cooking.
- b) What about this? You can't leave the UK without teal
- c) Does your father still collect stamps? This is an ideal present for him.
- d) A toy phone box would be nice for your niece.
- e) You could get your colleague this he loves football!

Make some suggestions to your guests about what he / she could take home for family, friends or colleagues from your country.

You could ... A ... would be nice. What about ...? An ideal present for ... is ...

In class, talk about souvenirs that you've bought on holiday.

