

Learning objectives in this lesson

Predicting, reading for gist, reading for specific information, scanning for key vocabulary from the text, transferring ideas and vocabulary from the text to a communicative task.

- 1 Ask students to work in pairs and discuss their answers to the questions one by one. Then take any interesting feedback as a class.
- 2 Make this a quick whole class activity. Ask students to offer any ideas they have. Note all the students' ideas down for everyone to see.
- 3 Give out the text and allow students 2–3 minutes to read it quickly. Then as a whole class discuss if the predictions they gave matched the ideas in the text.
- 4 Ask students to read the text more carefully. Then ask them to discuss in pairs the advantages and disadvantages of each office system. Afterwards, check their answers as a whole class.

Answers

Individual office

Advantages: quite, private

Disadvantages: lonely, feels like people are staring at you the whole time

Shared office

Advantages: quieter than open plan

Disadvantages: very difficult if you don't like the other person

Open-plan office

Advantages: sociable, good for gossip

Disadvantages: noisy, often no natural light, no privacy

Cubicle layout

Advantages: everyone has their own individual space

Disadvantages: same noise as open-plan, but none of the sociability

Hot desking

Advantages: cheaper for the company

Disadvantages: people feel rootless

The author seems to like the cubicle layout the least.

- 5 Ask students to discuss the question in small groups for 2–3 minutes. Then get them to share any particularly interesting or funny comments with the class.
- 6 Encourage students to scan the text for the collocations, rather than just guessing. As an extra activity, once they have found all the collocations, you could ask them to work in pairs to create more sentences with them.

Answers

1 f 2 c 3 a 4 b 5 h 6 e 7 d 8 g

- 7 This exercise can be done individually and then you can compare answers as a class. Students can look back at the text for the words if they find the anagrams too difficult.

Answers

- 1 anonymous
- 2 eavesdropping
- 3 gossip
- 4 maze
- 5 downside

- 8 Ask students to look at the text again and find three words that would be useful in their line of work. Get them to discuss their answers with their partner, giving reasons why.
- 9 Students work in small groups to carry out the task. Give them 10–15 minutes to discuss the best way to use the space. Ask each group to create a basic plan of the offices. Afterwards each group can present their plan to the class. Encourage the rest of the class to ask questions and make comments on the different plans.