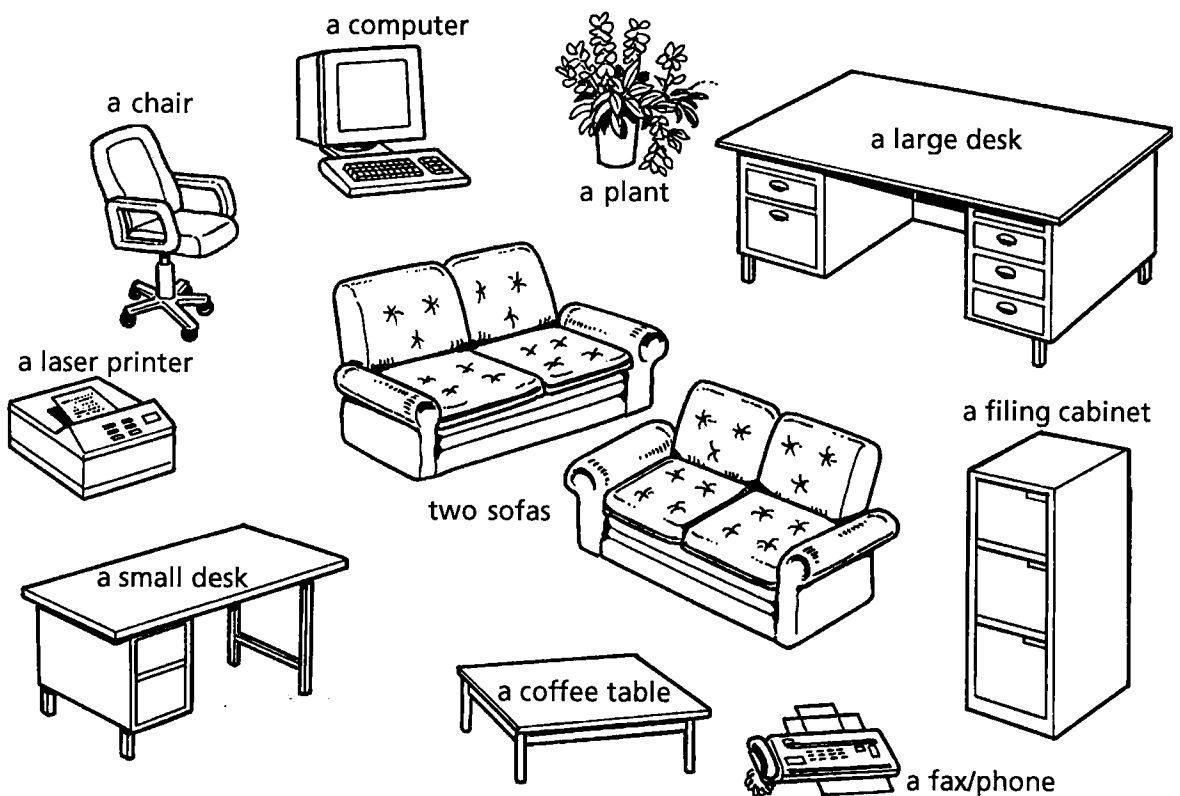
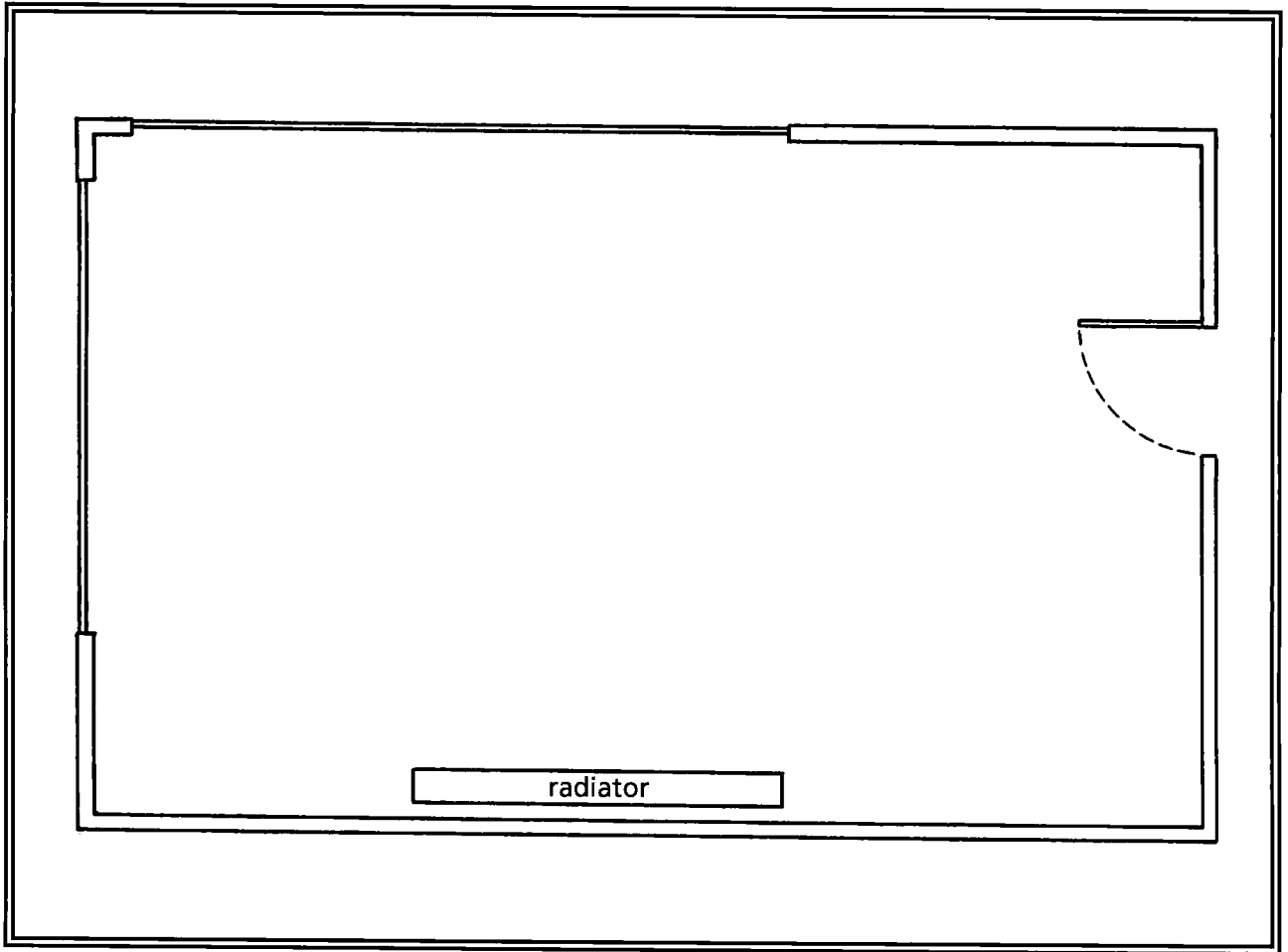


8a *In the office*

Reward Elementary
Business Resource Pack

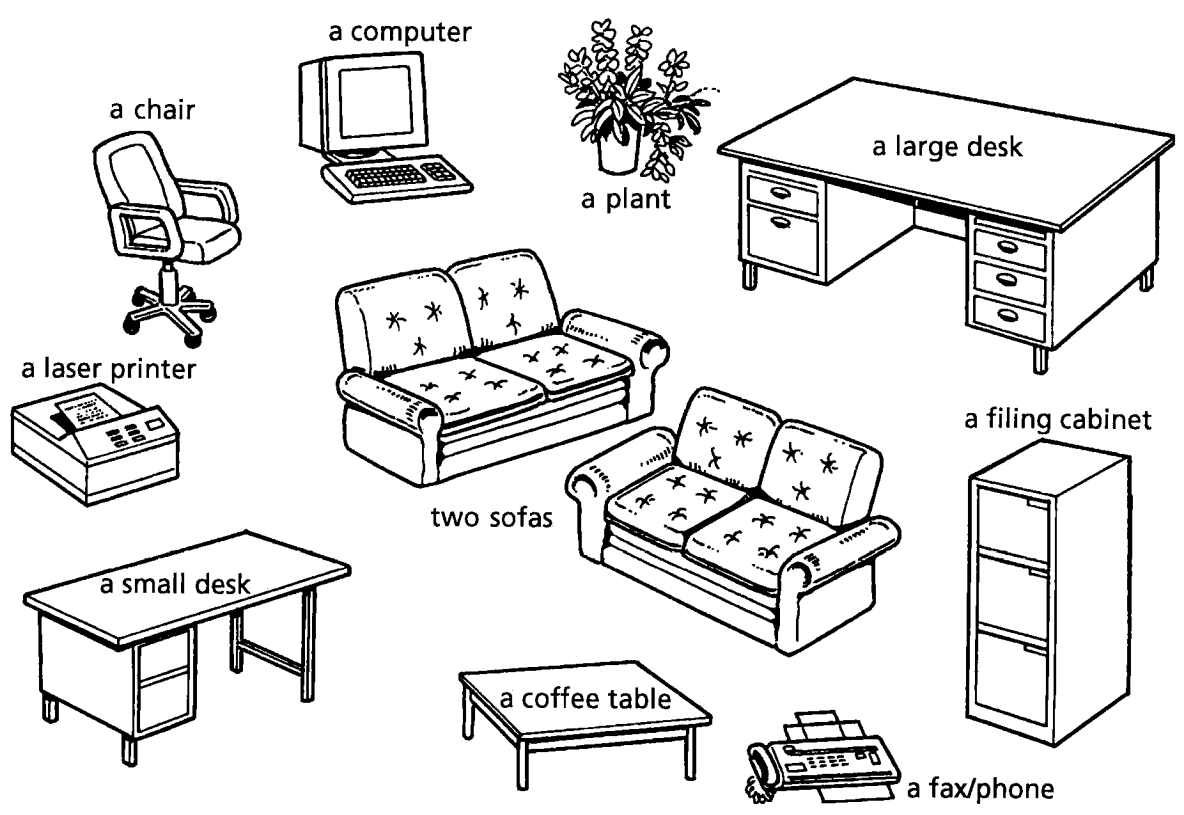
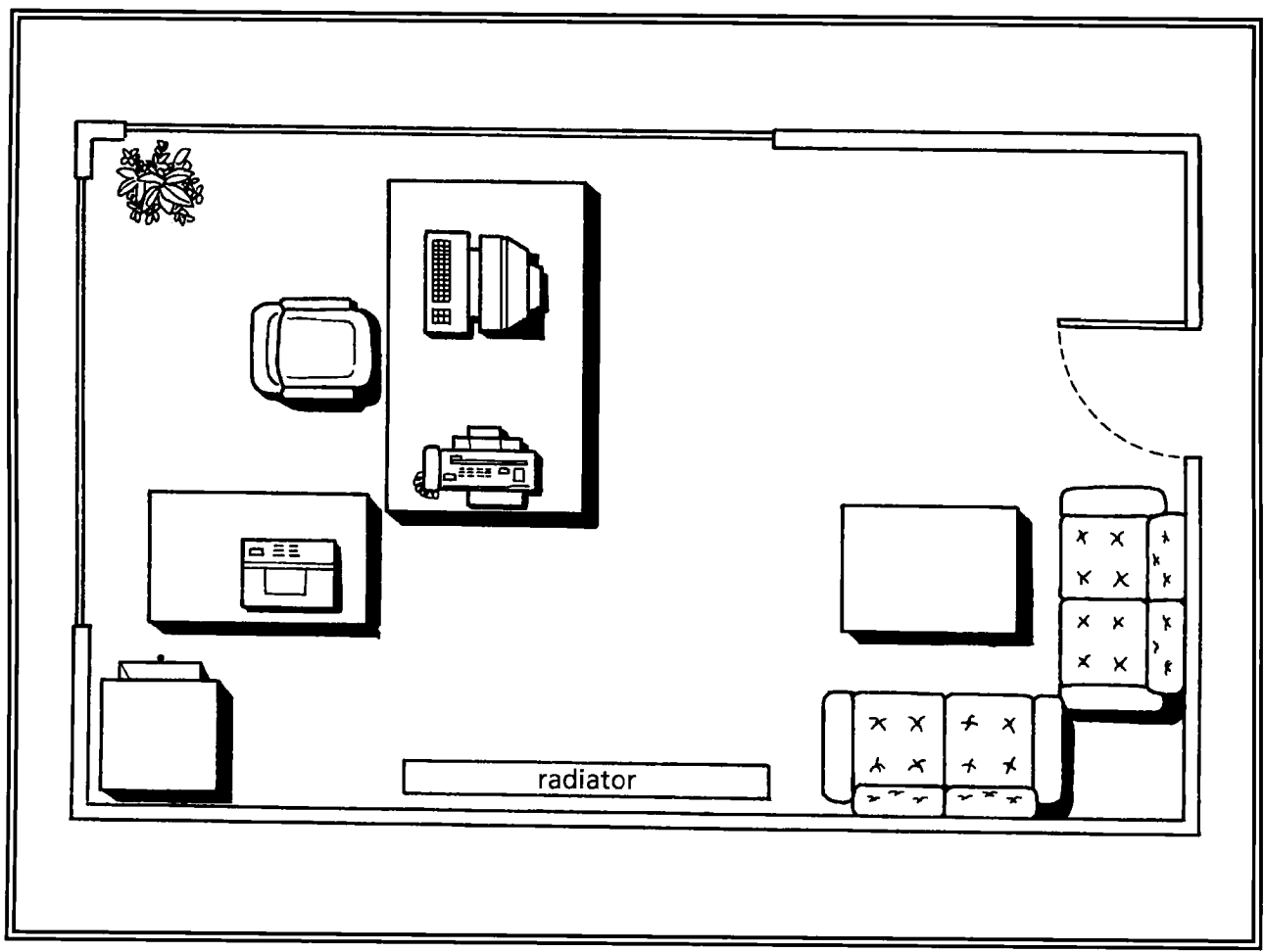
Student A



8b

In the office

Student B



In the office Worksheets **8a** and **8b**

Note: Both worksheets are necessary for this activity.

ACTIVITY

Pairwork: speaking

AIM

To describe the location of furniture in an office.

GRAMMAR AND FUNCTIONS

Location

VOCABULARY

computer, laser printer, desk, chair, fax/phone, sofa, coffee table, plant, filing cabinet

PREPARATION

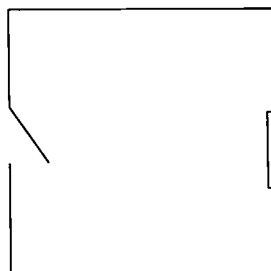
Copy one set of worksheets for each pair of students.

TIME

20 to 30 minutes

PROCEDURE

1 Draw the following diagram on the board:



- 2 Ask what it is (the plan of an office).
- 3 Ask what furniture and equipment they need to put in the office. Each time they make a suggestion, *a desk* or *a computer*, ask where they want you to put the item and draw it onto the plan according to their instructions. Correct and drill vocabulary where necessary.
- 4 When the diagram is complete, use it to cue a drill: *The desk's in the corner.*
- 5 Divide the class into pairs.
- 6 In each pair, give one student a copy of Worksheet 8a.
- 7 Explain that they have a plan of an office and that they must work with their partner and draw the items of furniture and office equipment in the correct places.
- 8 Give the other student a copy of Worksheet 8b.
- 9 Explain the task. The student with Worksheet 8b must describe the office so that his or her partner can complete the diagram.
- 11 Write the following rules on the board:

RULES

- 1 Do not show your plan to your partner.
- 2 You can speak only English.

12 Start the activity.

FOLLOW-UP

Ask the students to make plans of real offices - their own or others they know well - and describe them to each other.