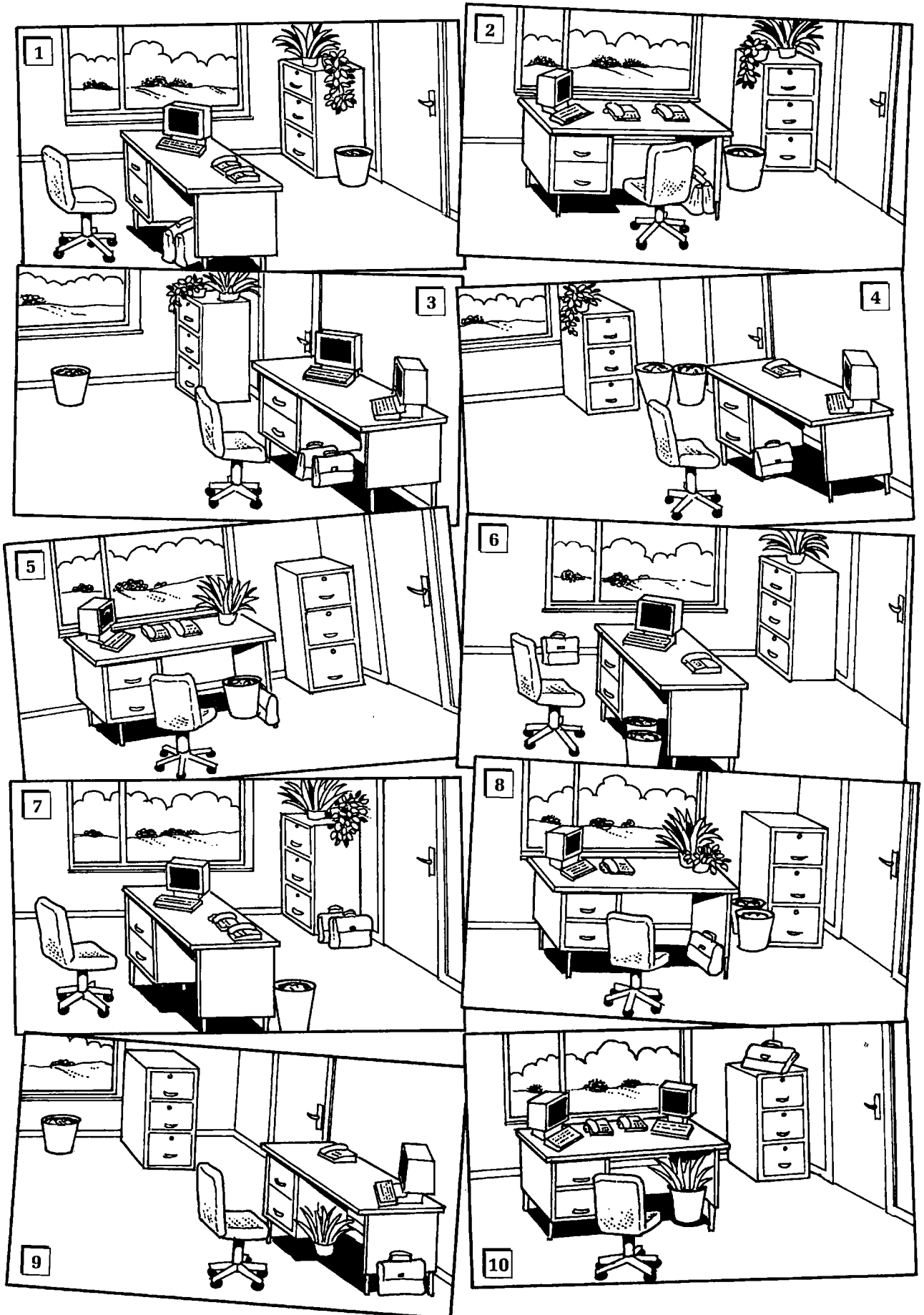


5 Offices



Offices Worksheet **5**

ACTIVITY

Pairwork: speaking

AIM

To describe different offices.

GRAMMAR AND FUNCTIONS

there is/are

Singular and plural

Prepositions of place: *in, on, near, under*

VOCABULARY

telephone(s), computer(s), wastepaper basket(s), briefcase(s), plant(s), filing cabinet, office, desk, chair, window, door

PREPARATION

Make one copy of the worksheet for each student.

TIME

10 to 15 minutes

PROCEDURE

- 1 Tell the students they are going to practise describing offices.
- 2 Put the following table on the board:

| | /ɪz/ | /z/ | /s/ |
|-----------------------|------|-----|-----|
| 1 plants | | | x |
| 2 telephones | | x | |
| 3 briefcases | x | | |
| 4 computers | | | |
| 5 filing cabinets | | | |
| 6 offices | | | |
| 7 desks | | | |
| 8 chairs | | | |
| 9 windows | | | |
| 10 doors | | | |
| 11 wastepaper baskets | | | |

- 3 Check that the students understand the words.
- 4 Check and drill the pronunciation of the first three plurals: plants /s/; telephones /z/; briefcases /ɪz/.
- 5 Elicit and drill the pronunciation of the remaining eight, marking them on the table as for the first three.
- 6 Give out the copies of the worksheet, one to each student.
- 7 Demonstrate the activity. Describe one of the offices and ask the students to tell you which one it is. For example: *The desk is in the centre of the office. There's a filing cabinet near the door, and two plants on the filing cabinet. There are two phones on the desk and a computer. There's a wastepaper basket near the desk and two briefcases near the door.*

You may need to revise prepositions of place - specifically *under, near, in* and *on*.
- 8 Divide the class into pairs.
- 9 Ask the students to take turns to describe pictures to each other, guessing in turn which picture the other is describing.

FOLLOW-UP

Ask the students to describe, or write a description of, the places they work.