

Faculty of Economics and Tourism
Department of International Business Management

Business English Plus: 309 3303

Week: 2

Unit 2: In the office

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I. Types of office

- One-person office ຫ້ອງການທີ່ມີພະນັກງານນຶ່ງເຮັດວຽກຄົນດຽວ
- Open-plan office ຫ້ອງຫານທີ່ມີພະນັກງານຫຼາຍຄົນນຶ່ງເຮັດວຽກຮ່ວມກັນ

❖ Students look at the pictures (in the student's book p.9) of two kinds of offices, and check what they see, A or B?

- .. *B*..a lot of people ..*B*..four desks ..*A*..an orange office chair
- ..*A*..a man alone ..*A*..a man without a jacket ..*A/B*..telephones
- ..*B*..family photos ..*B*..a man with a jacket

❖ Use these words to complete the following sentences (5 minutes)

communicate ~~colleagues~~ desk freedom noise noisy waste

- 1) My *colleagues* are great people to work with.
- 2) It is easier to...*communicate*...in an open-plan office.
- 3) I have a computer and a printer in my...*desk*...
- 4) You can...*waste*...a lot of time at work.
- 5) Be quite! Do not make so much...*noise*...
- 6) My office is not quiet. It is...*noisy*...
- 7) Robert has more...*freedom*...in a one-person office.

II. Grammar

A. There is/there are

❖ **There is:** Use there is with a singular word (singular countable noun and uncountable noun).

EX:

Singular countable noun

- 1) There is **a message** from the product manager for you.

Uncountable noun

- 2) There is enough **money** for buying a new computer for the office.

❖ **There are:** Use there are with a plural word (plural countable noun)

Plural countable noun

- 1) There are five **departments** working in my company.

➤ Use the words given to make sentences with “**there is/there are**” (5 minutes)

~~files~~ printer people bookcase desks Trash can plants

Ex: *There are files in the cabinet.*

B. Adverb of frequency

100%	Always	ຕະຫຼອດ
	Usually/normally	ປົກກະຕິ
	Often	ເລື້ອຍໆ
	Sometimes	ບາງຄັ້ງບາງຄາວ
	Not often	ບໍ່ຄ່ອຍ
0%	Never	ບໍ່ເຄີຍ

- Use adverb of frequency before the main of a sentence, but after the verb to be, can, does not, and do not.

Ex:

Action verb

- 1) He **usually goes** to work late.
- 2) He **is usually** late for work.
- 3) I **do not often** go and visit my parents.

- Class activity:

The words in these sentences are mixed up. Rearrange them in the correct order.
(10 minutes)

- 1) go / meetings / I / often / to / do not
I do not often go to meetings.
- 2) time / is / Shaiful / on / never
- 3) always / colleagues / are / My / helpful
- 4) often / a / lunch / restaurant / do not / They / in / eat
- 5) his / always / birthday / Kamol / celebrates
- 6) emails / does not / many / get / usually / Hiroshi
- 7) They / on / summer / always / in / vacation / go / the

III. Vocabularies

Office equipment:

- 1) Stapler ກຮາບເຜີ
- 2) Tape ສະກັອດ
- 3) Hole punch ເຄື່ອງເຈ້ຍ
- 4) Paper clips ເຫຼັກຄັດເອກະສານ
- 5) In-box ຊ້າ ຫຼື ບ່ອນມ້ຽນເອກະສານຂາເຂົ້າ
- 6) Trash can ຊ້າຂີ້ເຫຍື້ອ
- 7) Sales chart ສະຖິຕິການຂາຍ
- 8) Flash drive USB
- 9) Markers ບິກເຜິດ
- 10) Folders ແຜ່ມເກັບເອກະສານ

IV. Reading

Some of the coolest offices in the world

More than 100 people from 31 countries work for the Mindvalley education company. The company believes that work should be fun, and so it has made a positive environment full of light and colour. Every morning the workers can choose their own tables to work at.

The offices of two companies Hons and Huot are amazing. Each of fifteen people who work there has his or her own "dome"-a private workspace. There is also a meeting room, a kitchen and restrooms, and lots of plants and trees.

Google Ireland has employees from 38 countries who speak 46 different languages. The atmosphere is very relaxed. When the weather is nice, employees have meetings outside on comfortable seats called beanbag chairs.

The office Grupo Gallegos, an advertising company, was once a movie theatre. It has a wonderful view of the Pacific Ocean. The offices are open-plan, and 360 umbrellas hang from the ceiling. There is a basketball court where workers can play and relax during their break.

➤ **Comprehension (10 minutes)**

- 1) Which office is special because of
 - A its ceiling? *Grupo Gallegos*
 - B its employees' individual workspace? *Hons and Huot*
 - C its positive environment? *Mindvalley Education Company*

- 2) In which office can employees
 - A play basketball during their break? *Grupo Gallegos*
 - B sit on comfortable chairs in meetings? *Google Ireland*
 - C choose where they work? *Mindvalley Education Company*

V. Homework

A. Match the word 1 to 8 with the words A to H

- | | | |
|---------------------|---|-----------------------|
| 1) leave | → | A the children |
| 2) make | → | B on business |
| 3) turn on | → | C for work |
| 4) travel | → | D in the office late |
| 5) take care of | → | E coffee |
| 6) check | → | F the fashion shows |
| 7) stay | → | G the computer |
| 8) go to | → | H my email |

B. Which of the words does not go with the word in green?

- 1) **quiet** office / day / person / ~~noise~~
- 2) **web** designer / site / ~~book~~ / address
- 3) **ten** ~~desk~~ / colleagues / o'clock / emails
- 4) **have** lunch / a meeting / coffee / ~~night~~
- 5) **on** business / ~~morning~~ / vacation / telephones
- 6) **waste** time / money / energy / ~~telephones~~

- 7) at my desk / six-thirty / *business* / work
8) make coffee / *an email* / a mistake / a phone call

End