

Unit 7 Changing Workplace – Decorating your work environment

Teacher's notes

Preparation

Before you use this lesson plan:

- make one copy of each worksheet per student
- visit the proposed websites to check they are operational.

Warmers

Long (10 – 15 minutes)

Brainstorm things you would find in and around an office, i.e. furniture, fittings, equipment.

Follow on with the short warmer.

Short (5 minutes)

Ask the students if they have any pictures on the walls of their offices. If yes, what are they pictures of? Do they have any plants? How many? What is their opinion about the importance of pictures and plants in a work environment?

Set the scene

(5 minutes)

Distribute the first page of the worksheet. Ask the students to read the *situation*. Emphasise that they all work for the same company. Ask them how many pictures and plants they think they can buy for £1,000.

Present the tasks

(5 minutes)

Explain the procedure:

- 1 Divide into small groups or pairs.
- 2 Use the website to research and collect information; fill in the tables.
- 3 Have a short meeting to choose which pictures and plants to buy.

Remind the students of the limits on numbers and the budget.

Do the tasks

Research (20 minutes)

- If computers are available, allocate one to each small group or pair and let the students do their research. If a printer is available, encourage them to print the pictures they choose.
- If computers are not available, set the research as homework to be performed at home or during free time at work. Emphasise to the students that they do not need to spend more than about 20 – 30 minutes collecting information. Encourage them to print the pictures they choose if they have access to a printer.

Meeting (25 minutes)

After the research, distribute the second page of the worksheet. Appoint a chairperson. The students hold a meeting to discuss and choose which pictures and plants they are going to have in their office. Monitor and give language feedback after the meeting.

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Aims

- Talking about your office environment
- Expressing preferences

Situation

Your company has recently moved to a new building. The management has given you a budget of £1,000 to choose pictures and plants to decorate the offices, meeting rooms and coffee area.

Task 1 – the research

These websites will give you the information you need to plan your office. Your teacher will tell you which ones to research.

Office pictures

<http://www.worldgallery.co.uk/framesets/frameset-busi.html> – Click on *Style Suggestions*. Click on a style category and choose up to 5 pictures. Do not forget to click on *View framed* to find the price of the picture with a frame.

Office plants

<http://www.plantscapes-officeplants.co.uk> – Click on *Products* then select up to five plants. Not all the plants have prices.

Fill in the tables. The budget is £1,000.

Pictures			
	Name	Style	Price
1			
2			
3			
4			
5			
Total price			

Plants		
	Name	Price
1		
2		
3		
4		
5		
Total price		
Final total price		

Tasks

- You are going to use the Web to choose some pictures and plants which you would like to have in your work environment.
- You are going to hold a short meeting to agree how to spend your budget.

Task 2 – giving options

Language box

In the meeting you will need to express your preferences. Use the phrases in the box.

Expressing references

- I prefer . . .
- I don't really like . . .
- I think we should have . . .
- I like that a lot.

The chairperson is responsible for opening and closing the meeting. Use these phrases.

Opening the meeting

Good morning/afternoon everyone. Thank you for coming. As you know, the purpose of this meeting is to choose the pictures and plants we want in our office.

Summarising the result

So, to sum up: we chose . . .

Closing the meeting

Thank you all for your input. If there are no other points, we can finish here.

AGENDA

Aim: to choose pictures and plants for the new office.

Budget: £1,000.

1 Pictures

2 Plants