



Work Spaces

GIM Semester 2 TD 2

How many different work spaces do you know?



What's the difference between an office and a desk?

How many different work spaces do you know?



Factory



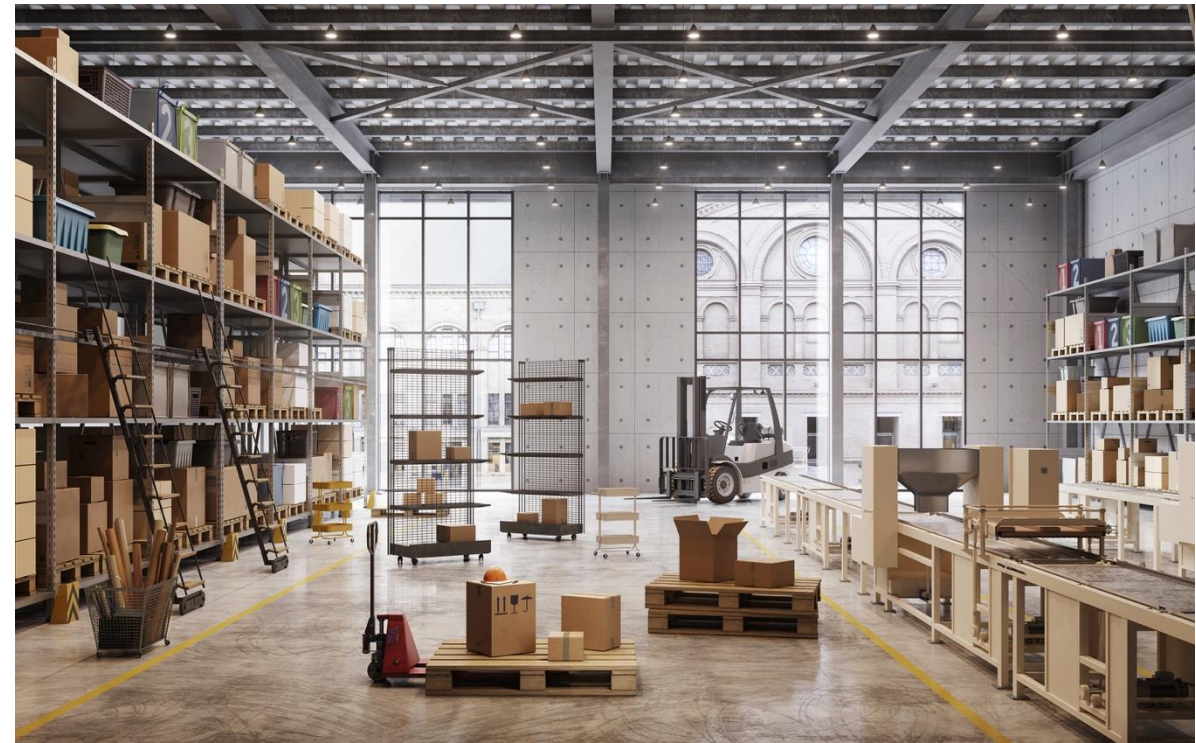
Production line

How many different work spaces do you know?



Packaging

Warehouse



How many different work spaces do you know?



A logistics / distribution hub

Can you name these workspaces?

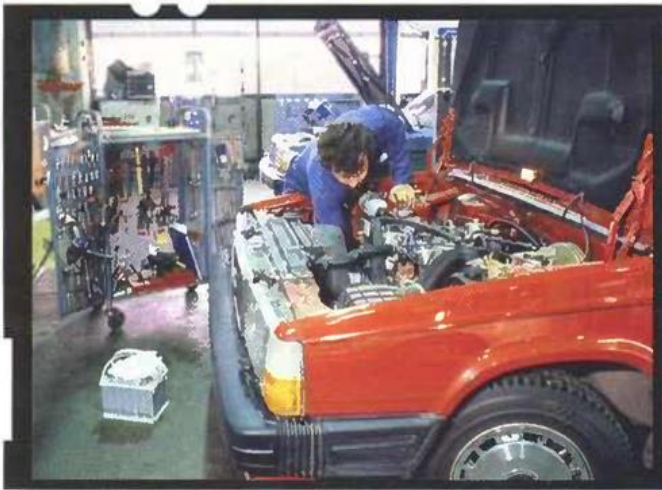
1



2



3



4



What adjectives can you use to describe these places?

A Look at the pictures and name the objects you see in each picture. Then identify the workplaces and the jobs associated with them.

B Now make two statements describing each picture.

Vocabulary: the workplace

- Put these words into the correct category (some words can go in more than one category):

aisle

assembly line

cash desk

changing room

chimney

coffee machine

conference room

conveyor belt

cooling tower

furnace

reception area

shop front

stock room

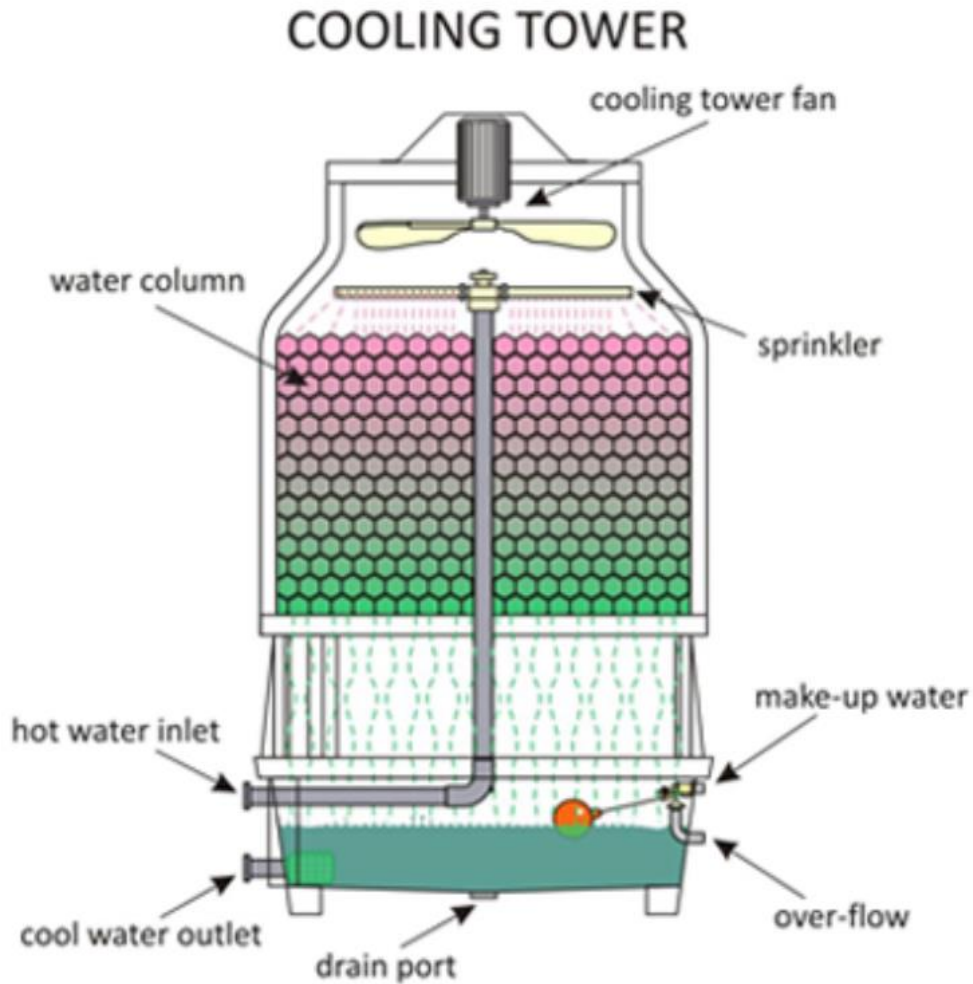
warehouse

water cooler

window display

Office	Factory	Retail Outlet (shop)

Cooling tower



Conveyor belt



Vocabulary: the workplace

Office	Factory	Retail Outlet (shop)
Coffee machine	Chimney	Stock room
Conference room	Cooling tower	Aisle
Reception area	Stock room	Shop front
Water cooler	Assembly line	Changing room
	Furnace	Window display
	Warehouse	Cash desk
	Conveyor belt	

5

Prepositions of place

Look at the photograph from one of the offices and read the description below.



Tristan is between Maureen and Sandra. Alan is sitting in front of Sandra. Maureen is standing behind Shona. Alan is holding his pen underneath some papers. Shona's arm is resting on the table. Next to the laptop is a book. Tristan is standing over the laptop.

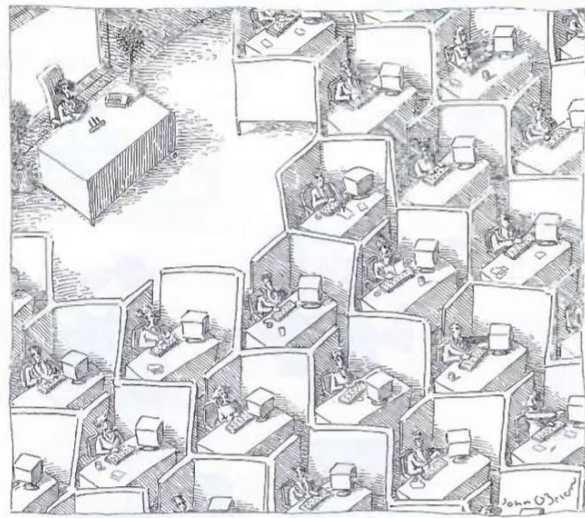
First, underline all of the prepositions of place in the description.

Next, name all of the people in the photograph.

Now, complete the following sentences with a preposition of place.

1. Sandra is standing behind Alan.
2. The book is between the laptop and the cup.
3. Sandra is wearing a green top underneath her jacket.
4. The laptop is in front of Tristan.
5. Alan is wearing glasses on his head.
6. Shona is sitting next to the laptop.

Look at the following selection of complaints from a survey of office working conditions. Which three would you find the most annoying? Discuss your answers with a partner.



Target score, page 19

The quality of the air is poor.

...J...

Temperatures are often too high.

...A...

There are not enough meeting rooms.

...H...

The janitor service is too limited.

...F...

Car parking facilities are inadequate.

...D...

Work areas lack storage space.

...B...

7 Temperatures are too low.

...G...

8 There is not enough privacy.

...I...

9 Computer equipment is unreliable.

...E...

10 There is too much noise.

...C...



2

B

Listen to ten questions (A–J). Which complaint does each one refer to? Write your answers in the spaces provided above.



TS pg 24

Listening 3

When people communicate in the workplace, most of the time they are talking about things that are directly connected to their jobs. The list in A below gives some examples of this type of communication.



A Complete the list using an appropriate verb from the box below.

request review discuss suggest assign issue express

- 1 ... *request* information
- 2 instructions **A**
- 3 ... *assign* tasks
- 4 ... *review* performance
- 5 ... *Suggest* changes
- 6 ... *express* opinions **C**
- 7 problems **B**

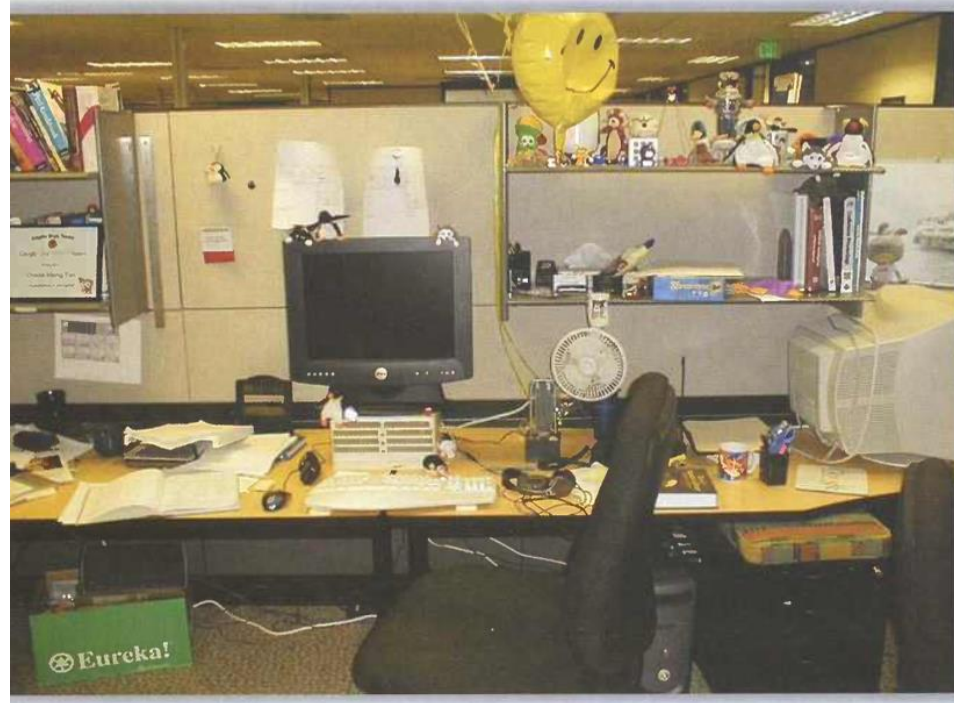
B Now listen to three short conversations (A–C) between employees. Which of the items above (1–7) do they illustrate? Write the letter (A–C) next to the correct item.



TS pg 21

A Make a list of the objects that you would find in an office for each of the following categories.

- 1 paperwork: *..... faxes, envelopes*
- 2 publications: *.....*
- 3 office supplies: *.....*
- 4 electrical equipment: *.....*
- 5 personal items: *.....*



B Look at the picture of Alison's office. Which of the objects can you see?



C Listen to Alison describing her office. Where does she keep the following things?

- 1 invoices: *..... in-box tray*
- 2 price lists: *..... Left-hand shelf*
- 3 personal items: *..... Right-hand shelf*
- 4 customer files: *..... Computer & black filing cabinet*
- 5 printer cartridges: *..... Black filing cabinet*

