



# Improving the Office



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## Warmer

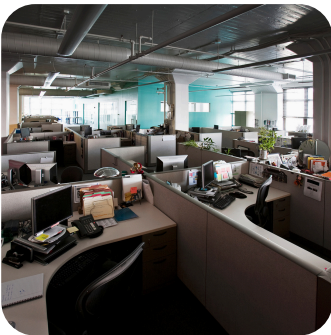
Answer the questions with your partner.

1. What problems have you had at work?
2. How did you fix them?

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## Listening

Look at the pictures. What are the pros and cons of working in these offices?



- Which office do you prefer to work, why?



Some employees are complaining about problems at the office. Look at the pictures. What do you think they are complaining about? Listen and check.



Listen again. Write down all the problems you hear.

- |         |         |
|---------|---------|
| • _____ | • _____ |
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How would you solve the first person's problem?

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### Grammar

Complete the sentence and choose the correct answer.

If we \_\_\_\_\_ (buy) good headphones, we \_\_\_\_\_ hear clients better.

1. The employee is talking about the **past/present/future**.
2. The employee is talking about a **real/imaginary** situation.
3. The employee is talking about a **likely/unlikely event**.



### The First Conditional

The first conditional is used to express **realistic future possibilities**.

#### Structure

**If clause (condition)**- If + present simple. Example: If I go, If you try, If she plays...

**Main clause (result)**- will/won't + base verb. Example: will see, will do, will improve.

Examples:

If we practice every day, we will get better.

If you read a lot, you will improve your vocabulary.

#### Attention!

The 'If clause' can be first or second.

Example:

If you drink water, you will feel better.

You will feel better if you drink water.

Don't use the future simple with the 'If clause'; only present simple.

If you ~~will~~ drink water, you will feel better.

## Practice

Unscramble the sentences.

1. study / you / pass / hard / will / the test / if / you.

2. go / if / we / rain / it / to / won't / the park.

3. is / he / call / me / if / late / I / will.

4. don't / late / you / miss / arrive / the train / will / if.

5. it / sunny / play / will / is / if / we / outside.

6. help / I / ask / will / if / she / you / her.

7. don't / your / lose / if / you / ticket / get / won't / in.

8. will / him / she / apologize / if / forgive / he / her.

9. don't / we / miss / if / leave / the bus / now / will.

10. isn't / come / if / to / she / the meeting / will / canceled.



## Practice 2

Work with a partner. Think of different solutions for the problems below. Explain why using the first conditional



People never put paper in the copy machine! It's infuriating when I need something printed, and the tray is empty. I understand everyone needs to print, but if you used all the paper, put more in!

Why is there never any coffee in the morning? The company says it will provide free coffee and water for employees, but there is never any coffee when I arrive at work at 6:30. It's an essential part of my morning. Work is a struggle without it.



Someone keeps stealing my lunch! If I ever find out who, you will be sorry! I mean, who steals another person's lunch? Learn to cook or go to the deli downstairs!

Why do I have to attend all these teambuilding meetings and seminars? I get along with my colleagues, and we complete our work. Isn't that enough? They are fun, but I could be doing other things. I don't need to be friends with my colleagues..







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**Apply****It's time to make some changes!**

Think about your work, school, or home. What changes do you want to make?  
Write down your ideas and tell your partner about them.

Example:

*I really want more tables in the kitchen. I think that's why people are always eating at their desks.  
If we buy more tables, people won't eat at their desks anymore.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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**Role-play**

You're owners of a small company and want to make a few changes to the office. Read the changes below.

**Student A:** You want to make all these changes. Tell student B why.

**Student B:** You don't agree with all of these changes. Persuade student A to change two of them.

**Let's make our company better!**

- **Employees can no longer eat at their desks.**
- **The company will provide one more water cooler for the office.**
- **Employees have to pay \$1 for a cup of coffee; water is free.**
- **Employees can't listen to music at work.**
- **Only five employees can take lunch at the same time.**
- **Smoke breaks cannot be longer than 5 minutes**



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**Cooldown****Answer the questions with your partner.**

1. Do you enjoy working in an office?
2. Would you prefer to work at home?
3. What are the pros and cons of working at an office vs working from home?
4. Do you believe most people will work from home in the future? Why/why not?

**Can-do Statement****I can...**

- talk about problems at work.
- give solutions.
- use the first conditional to provide reasons.



## Text

A: Several members of my team have complained that the office is too noisy and that it is difficult to communicate with clients on the phone. Two members couldn't complete their sales because of this.

B: The biggest problem, in my opinion, is the size of the kitchen, it's too small! We have too many people who go on lunch at the same time. Moreover, some of them eat lunch at their desk. The other day, someone was eating fish! Can you imagine how bad the smell was throughout the office? We all hate it!

C: Besides the small kitchen, we do not have enough appliances. There's one coffee machine, a microwave, and a water cooler for 50 employees. We waste a lot of time waiting in line to fill a cup of water. I'm sure having one more water cooler would make a huge difference.

D: The office is filthy! There are food crumbs all over the floor. It reeks in here because the bathroom doesn't have a door, And it's so loud I can barely hear myself think! If we don't find a solution to these problems as soon as possible, our company morale will drop.