



Improving the Office



1

Warmer

Answer the questions with your partner.

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

2

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.

- | | |
|---------|---------|
| • _____ | • _____ |
| • _____ | • _____ |
| • _____ | • _____ |
| • _____ | • _____ |
| • _____ | • _____ |

How would you solve the first person's problem?

3

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..





4

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. _____

4

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**



6

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.



1

Warmer

Tell Ss that by the end of this lesson, they will be able to describe problems and solve problems at work.

Answers will vary.

2

Listening

Let Ss discuss the pros and cons of the different offices and which they prefer.

Office: 1. Cubicle 2. Open plan 3. Home office

Have Ss look at the picture and predict the complaints. Listen and check.

Ask Ss what complaints they remember. Listen again. Ss will write down all the complaints. Ss check answers with a partner, then check answers as a class.

Optional Class activity: Ss vote on the worst problem or top three problems.

Go over any new words Ss may not know.

1. Too noisy 2. Difficult to communicate with clients 3. Small kitchen 4. Too many people on lunch break.

5. Eating lunch at one's desk. 6. Terrible Smell. 7. Not enough kitchen appliances. 8. Waste a lot of time.

9. Filthy office 10. There is no bathroom door.

3

Grammar

Ss fill in the gaps to complete the first conditional sentence. (Ss may or may not know the answers) This exercise checks their knowledge of the 1st conditional.

If we buy good headphones, we will hear clients better.

1. future. 2. real 3. likely

Explain the 1st conditional to Ss, or have them read it. The description provides common mistakes, but you can write more for extra practice.

Concept check questions:

1. Is the first conditional used to talk about present events? No, Future events.
2. Do we use future simple in the 'if' clause? No, Present simple
3. Do we use the first conditional to talk about likely events? Yes, real and possible.



Practice

Ss complete practice 1 alone. Have Ss check answers with a partner and then as a class.

1. If you study hard, you will pass the test.
2. If it rains, we won't go to the park.
3. If he is late, I will call him.
4. If you don't arrive late, you will miss the train.
5. If it is sunny, we will play outside.
6. If you ask her, she will help you.
7. If you don't lose your ticket, you will get in.
8. If he apologizes, she will forgive him.
9. If we leave now, we won't miss the bus.
10. If she doesn't come to the meeting, it will be canceled.

Practice 2

Ss work with a partner to create solutions to each problem. Monitor for correct use of the 1st conditional.

Optional: As a class, share different solutions to each problem. Ss can vote for the best solution to each problem.

4

Apply

Ss apply the language by discussing things they want to change at work, school, or home. Give Ss 2-3 minutes to write down 3 ideas before they share with a partner. Have Ss change partners after a few minutes and repeat. Monitor for the 1st conditional.

5

Role-play

Ss role-play as owners of a company that needs change. The goal is to have Student B persuade Student A to change three items listed.

If Ss don't understand, demo the task with a strong Ss.

Optional: As a class, brainstorm changes they want to make to the school. The T can also add some ideas. When there are enough ideas, give students their roles and begin the task.

Give Ss 2-3 minutes to think of problems before starting.

Instruction check questions:

What's the goal of the task? To persuade your partner.

Do you have to agree with your partner on everything? No.

How many items do you have to change? Three.

6

Cooldown

Ss discuss questions with a partner.

Review any mistakes you heard during the lesson.

Review the can-do statement.