B2 45 min

Office Manners

Tweak your lessons with the power of Al

Skills:

- Can keep up with an animated conversation between speakers of the target language.
- Can account for and sustain their opinions in discussion by providing relevant explanations, arguments, and comments.

Adults Group

Discuss in pairs:

1. What do you think are the key elements of maintaining a positive work environment?

2. How do you feel about expressing yourself through your clothing at work? What is comfortable for you to wear at work?

3. What do you talk about with your coworkers during lunch? Are there any topics you think are inappropriate for the workplace?

4. Have you ever had a coworker who annoyed you with their behavior?

2 Watch the <u>video</u> and answer the questions about it.

Glossary

Superstore

Obnoxious - something horrible/disgusting that annoys people Artisan (adj) - made in a traditional way with highquality ingredients A no-no - something unacceptable Dumb - stupid Festive - (about clothes) colorful, bright

1. What is the main focus of the video?

- a. Personal phone calls
- b. Appropriate clothes
- c. Workplace etiquette
- d. Food that is not allowed in the office

2. What is the recommended behavior in the breakroom?

- a. Use speakerphone for personal calls
- b. Talk with your coworkers about your day
- c. Wear colorful socks to cheer everyone up
- d. Speak quietly during personal calls



What do you agree with the speaker about?

What was the intention of the speaker? Would you create a video like this for your co-workers? Why or why not?

2



In pairs or small groups, create a list of workplace etiquette do's and don'ts based on your personal experiences. After that, share your list with the class and discuss any similarities or differences among the lists.

3. What is the speaker's opinion on artisan pasta?

a. It is really delicious
b. It is too overrated
c. it shouldn't be discussed so much in the office
d. It is a must-have in the breakroom

4. What is the speaker's attitude towards festive socks?

a. They are fashionable b. They are encouraged c. They are very unpleasant d. They can improve your mood at work

5. Who is the speaker addressing directly in the video?

a. Amy b. Jonah c. Everyone d. No one

Correct answers

Created in the "Warm-up discussion questions before listening" tool.

The multiple-choice questions were created in the "ABCD Questions" tool.

1. c 2. d 3. c 4. c 5. b

The glossary was made in the "Word-Definition Matching" tool.



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The idea was generated in the "Lead-in activities" tool.



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