

# 6

## In the office

### VOCABULARY

battery life  
borrow  
cheap  
expensive  
heavy  
light  
make  
netbook  
popular  
use

#### 6.1 Could I use your calculator?

Could I use your calculator for a minute?

#### 6.2 Things in the office

Could I borrow your Post-its?  
Of course, go ahead.

#### 6.3 Cubicle life

There's a wastebasket under the desk.

#### 6.4 Electronics

What make is it?  
It's a Samsung.

#### 6.5 Netbooks

Listening practice

#### 6.6 An electronics store

It's very small, and the zoom is excellent.

#### 6.7 On the phone

Sure, no problem.

#### 6.8 Culture corner

Is your desk a mess?

### MODULE 6.1

#### LISTENING

#### Could I use your calculator?

- 1 **048** Listen to three conversations in an office. Number the pictures 1–3 to match the conversations.



calculator

push pins

flash drive

- 2 **048** Listen again. Check (✓) the expressions you hear.

	Conversation 1	Conversation 2	Conversation 3
Could I borrow your ... ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Could I use your ... ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 3 **048** Listen again. Circle **0** the two things in Exercise 1 the person can borrow.

## SPEAKING

## 1 49 Listen and repeat.

- |                   |                |
|-------------------|----------------|
| 1 eraser          | 6 paper clips  |
| 2 glue stick      | 7 Post-its®    |
| 3 highlighter pen | 8 rubber bands |
| 4 hole punch      | 9 ruler        |
| 5 labels          | 10 stapler     |

## 2 Number the pictures 1–10 to match the things above.



## 3 Work with a partner. Take turns pointing to each picture. Ask and answer like this:

- A What's this?  
 B It's a hole punch. What are these?  
 A They're ...

## LISTENING

## 4 50 Listen and complete the conversations. Then listen again and repeat.

- |                                    |   |
|------------------------------------|---|
| 1 A Could I _____ your hole punch? | 3 A Could I borrow your stapler?        |
| B Sure, here you go.               | B Sorry, but I'm using _____ right now. |
| A Thanks.                          | A That's OK. Thanks anyway.             |
| 2 A Could I _____ your Post-its®?  | 4 A Could I use your paper clips?       |
| B Of course, go ahead.             | B Sorry, I don't have _____.            |
| A Thank you.                       | A OK, no problem.                       |

## SPEAKING

- 5 Check (✓) five things in Exercise 2. Your partner can borrow these. Mark five things with a cross (X). Your partner cannot borrow these.
- 6 Work with your partner. Have conversations like the ones in Exercise 4. Change roles each time.

READING

- 1 Look at the picture and complete the sentences. Use the words in the box.



calendar	coffee mug	envelopes	files
pencils	plant	swivel chair	wastebasket

- There's a \_\_\_\_\_ next to the phone.
  - There are some \_\_\_\_\_ in the mug.
  - There's a \_\_\_\_\_ on the shelf, above the files.
  - There's a \_\_\_\_\_ on the partition, next to the monitor.
  - There are some \_\_\_\_\_ behind the phone.
  - There's a \_\_\_\_\_ under the desk.
  - There's a \_\_\_\_\_ in front of the desk.
  - There are some \_\_\_\_\_ between the coffee mug and the keyboard.
- 2 51 Listen and check.
- 3 Work with a partner. Take turns asking and answering about the items in the cubicle like this:

- |  |  |
|--|--|
| A <i>Is there a coffee mug in the cubicle?</i> | A <i>Are there any pencils in the cubicle?</i> |
| B <i>Yes, there is.</i>                        | B <i>Yes, there are.</i>                       |
| A <i>Where is it?</i>                          | A <i>Where are they?</i>                       |
| B <i>It's ...</i>                              | B <i>They're ...</i>                           |

- 4 Make a list of the items on your desk or in your cubicle. Then tell your partner about them and say where they are.

On my desk, \_\_\_\_\_ there's ... / there are ...  
 In my cubicle, \_\_\_\_\_

## MODULE 6.4

## Electronics

### LISTENING

- 1 52 Listen to the names of these electronic items and repeat. Add your own ideas.

alarm clock

camcorder

camera

cell phone

electronic dictionary

game console

MP3 player

watch

### SPEAKING

- 2 Work with a partner. Match the pictures with the items in Exercise 1. Take turns asking and answering like this:

A *What's this?* (Speaker A points to picture f.)

B *It's an MP3 player.*



### LISTENING

- 3 53 You can use these words to talk about a product. Listen and repeat.

★★★★★	★★★★	★★★	★★	★
excellent	pretty good	OK	not very good	terrible

- 4 54 Listen and repeat.

A *That's a nice watch.*

A *Do you have a camcorder?*

B *Thanks.*

B *Yes, I do.*

A *What make is it?*

A *What make is it?*

B *It's a Citizen.*

B *It's a Samsung.*

A *Are you happy with it?*

A *Are you pleased with it?*

B *Yes, I am. It's excellent.\**

B *Yes, it's pretty good.\**

**NOTE** \*If you answer with 'not very good' or 'terrible', say 'No, it's ...'.

### SPEAKING

- 5 Walk around the classroom. Ask different partners about electronic items. Use the conversations in Exercise 4.

**MODULE 6.5****Netbooks****LISTENING**

- 1 **55** Tara Singh is in an electronics store. The assistant is showing her some netbooks. Listen and number the netbooks 1–3 in the order you hear them.

 XNet Surfari Vigo

- 2 **55** Listen again. Number the notes 1–3 to match each netbook.

**PRICE**

- \_\_\_ cheap  
\_\_\_ medium-priced  
\_\_\_ expensive

**WEIGHT**

- \_\_\_ very light  
\_\_\_ a bit heavy  
\_\_\_ heavy

**BATTERY LIFE**

- \_\_\_ excellent  
\_\_\_ good  
\_\_\_ average

- 3 Does Tara buy one of the netbooks? Which one would you buy? Why?

**MODULE 6.6****An electronics store****LISTENING**

- 1 **56** Listen to the conversation, then practice with a partner.

- A** Are you looking for a camcorder, sir?  
**B** Yes, I am.  
**A** This one is very popular. It's a Canon.  
**B** How much is it?  
**A** \$499.  
**B** That's a bit expensive.  
**A** It's very small, and the zoom is excellent.  
**B** Mm. I'm not sure. I need to think about it.

**SPEAKING**

- 2 Choose one of the electronics items in Module 6.4 or think of your own idea. Complete the information below – you can use your imagination.

Item:	Selling points:
Make:	
Price:	

- 3 Practice the conversation again with different partners. Change the words in blue. Use the information in Exercise 2. Take turns being the sales assistant (A) and customer (B) each time.

## MODULE 6.7

### On the phone – Sure, no problem

#### LISTENING

- 1 57 Ron Corbett calls his colleague, Jenny Wu. Listen and complete the conversation.

A *Jenny Wu speaking.*

B *Hi, Jenny. It's Ron Corbett. Listen, could I \_\_\_\_\_<sup>1</sup> your laptop this afternoon? It's for my presentation.*

A *Sure, no \_\_\_\_\_<sup>2</sup>.*

B *Great, thanks. Can I \_\_\_\_\_<sup>3</sup> it up now?*

A *Yes, that's fine.*

B *\_\_\_\_\_<sup>4</sup>. See you in a minute. Bye.*

A *Bye.*

#### SPEAKING

- 2 Practice the conversation with a partner.
- 3 Practice again. Change the words in blue. Use the words below and/or your own ideas.

projector	tomorrow morning	in five minutes
laser pointer	tomorrow afternoon	soon

## MODULE 6.8

### Culture corner – Is your desk a mess?

#### READING

- 1 Look at some advice on an American website about keeping your desk neat. What are the three best ideas? Check (✓) them.

- |  |                          |
|--|--------------------------|
| 1 If you don't need something today, file it, or shred it. | <input type="checkbox"/> |
| 2 Don't use Post-it® notes. They are messy.                | <input type="checkbox"/> |
| 3 Don't have more than three pens on your desk.            | <input type="checkbox"/> |
| 4 Don't have more than three photos on your desk.          | <input type="checkbox"/> |
| 5 Don't eat or drink at your desk.                         | <input type="checkbox"/> |
| 6 Clear your desk at the end of the day.                   | <input type="checkbox"/> |
| 7 Don't have a plant on your desk.                         | <input type="checkbox"/> |
| 8 Keep rulers, erasers, etc. in a desk drawer.             | <input type="checkbox"/> |



#### SPEAKING

- 2 Work with a partner. Take turns reading your three ideas. Do you agree?
- A *Don't use Post-it® notes. They are messy.*
- B *I agree. Don't eat or drink at your desk.*
- A *I'm not sure about that. ...*
- 3 With your partner, think of advice for desk workers in your country. Then tell the class.