

Planning and Designing Co-Working Spaces for Flexibility and Productivity

Part 1: Roleplay Dialogue

Scenario: An Interior Architect is planning and designing co-working spaces to balance flexibility, productivity, and collaboration with a colleague.

Hiroshi: Maya, we need to design a co-working space that encourages both focus and collaboration.

Maya: Agreed. One way to maximize flexibility is by incorporating **hot desking**, so users can choose different workstations based on their needs.

Hiroshi: That makes sense. But we also need to balance **open vs. enclosed work zones**—some people prefer quiet areas, while others thrive in shared spaces.

Maya: Exactly. If we use **biophilic elements** like indoor plants and natural light, we can improve the atmosphere and well-being of workers.

Hiroshi: That's a great idea. We should also consider **modular workspaces** so furniture can be rearranged to accommodate different team sizes.

Maya: Yes, and to reduce noise distractions, we can install **acoustic dividers** between desks without making the space feel too closed off.

Hiroshi: Right. It's important that the design remains adaptable while still providing structure.

Maya: Let's create a few layout options that balance flexibility, productivity, and collaboration.

Hiroshi: Sounds good! I'll put together some sketches, and we can review them before presenting to the client.

Part 2: Comprehension Questions

1. What is one feature Hiroshi suggests to balance open and enclosed spaces?
 - A) Soundproof doors
 - B) Personalized desks
 - C) Enclosed meeting pods
 - D) Open vs. enclosed work zones
 2. How does Maya suggest improving the atmosphere in the co-working space?
 - A) Using darker colors
 - B) Increasing artificial lighting
 - C) Adding more cubicles
 - D) Incorporating biophilic elements
 3. What is the purpose of modular workspaces?
 - A) To create permanent desk assignments
 - B) To reduce the amount of furniture
 - C) To allow flexible reconfiguration
 - D) To separate employees by department
 4. How do acoustic dividers help the workspace?
 - A) By eliminating distractions without making spaces feel too enclosed
 - B) By completely blocking all sound from one workstation to another
 - C) By reducing the need for open collaboration areas
 - D) By enhancing team discussions across multiple workstations
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Part 3: Vocabulary Definitions (Japanese Translations)

1. **Hot desking (フリーアドレス制度)** – A flexible seating arrangement where employees do not have assigned desks.

2. **Open vs. enclosed work zones (オープン vs. クローズドワークゾーン)**
– The balance between shared spaces and private areas for different work styles.
 3. **Biophilic elements (バイオフィリック要素)** – Natural design features like plants and sunlight that improve well-being.
 4. **Modular workspace (モジュール式ワークスペース)** – A flexible office layout where furniture can be rearranged as needed.
 5. **Acoustic dividers (音響仕切り板)** – Panels used to reduce noise in shared workspaces.
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Part 4: Answer Key

1. **What is one feature Hiroshi suggests to balance open and enclosed spaces?**
☒ D) Open vs. enclosed work zones
2. **How does Maya suggest improving the atmosphere in the co-working space?**
☒ D) Incorporating biophilic elements
3. **What is the purpose of modular workspaces?**
☒ C) To allow flexible reconfiguration
4. **How do acoustic dividers help the workspace?**
☒ A) By eliminating distractions without making spaces feel too enclosed