

Office etiquette – Video Worksheet

Pre-viewing

1 What do you understand by the word 'etiquette'? You will find some of the words in the box helpful. Look up the word etiquette on the Macmillan English Online dictionary if you are not sure what it means

rules	polite	social
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2 What kind of person would you like to work with? Choose **five** of the following qualities.

punctual	presentable	sensitive	efficient	courteous
respectful	empathetic	humorous	diplomatic	supportive
appreciative	patient	serious	helpful	complimentary

While viewing

Watch the video. Use the glossary if necessary. Take notes. Which three words do you think summarise the speaker's advice about office etiquette (e.g. respect, courtesy, tidiness, sharing etc).

Discuss your choice with a partner

Post viewing

What shared spaces have you experienced (e.g. library, common room, house sharing)

Were there problems?

How did you address these problems?