

## The best office

### Level

Intermediate and above

### Tasks

Describing the students' office building

Completing a Fact Box about the law firm Clifford Chance by scanning an article

Reading an article about the law firm's offices in London

Completing word formation tables

Discussing ways to improve the students' own work environment

### How to use the lesson

- 1 Ask students how they feel about their working environment. Do they like it? Do they work in a nice building? Hand out the worksheet. After students have described their building and its facilities, elicit some feedback. Teachers' note: if all students work in the same company, ask them to describe a previous workplace.
- 2 Ask students to study the Fact Box and complete the missing information by scanning the article.

#### Answers

New London office opened: August 2003

Offices worldwide: 28

Employees, London: over 2,000

Employees, worldwide: over 6,500

- 3 Ask students to read the whole article. Ask them to describe the building and list the facilities at Clifford Chance. Deal with any useful vocabulary such as: *corporate culture / state-of-the-art / to head off / to pop in*.
- 4 Ask students to complete the word formation tables.

#### Answers

a) *integrated* – to *integrate* – *integration*

b) *rewarding* – to *reward* – *reward*

c) *financial* – to *finance* – *finance*

d) *fit* – to *get / be / keep fit* – *fitness*

e) *committed* – to *commit* – *commitment*

f) *motivating* – to *motivate* – *motivation*

g) *advisable* – to *advise* – *advice*

h) *competitive* – to *compete* – *competition*

- 5 Ask students to work in pairs or small groups to discuss ideas for improving their work environment. Each pair / group should give a short presentation of their best idea to the class. After the presentations, hold a light-hearted vote for the best idea in the class. Finally, give students any useful language feedback.

### Related websites

Send your students to these websites, or just take a look yourself.

<http://www.cliffordchance.com>

[http://en.wikipedia.org/wiki/Clifford\\_Chance](http://en.wikipedia.org/wiki/Clifford_Chance)

<http://www.priestrestoration.co.uk/Projects/CliffordChance.htm>

<http://www.interiorsgroup.co.uk/>