

## The paperless office

### Level

Intermediate

### Tasks

Discussing whether students do or don't print out their e-mails

Matching headings to the correct paragraphs

Reading an article about the 'paperless office'

Identifying the 'odd word out' from a set of collocations

Discussing the answers to questions arising from the article

### How to use the lesson

- 1 Tell students that this lesson is called 'The paperless office.' Hand out the worksheet. Ask students to decide if and when they print out e-mails, and tick (a), (b) or (c). Students then compare and discuss their answer with a partner. Elicit some of the reasons why students do or don't print out their e-mails.
- 2 Ask students to read the headings (a-d) and then skim the article in order to match the headings to the paragraphs (1-4).

#### Answers

(a) - 4      (b) - 2      (c) - 1      (d) - 3

- 3 Students read the whole article. Ask them to list the pros and cons of the paperless office. You may wish to look at useful vocabulary, such as: *soaring* / *much-hyped* / *clutter* / *procedures*.
- 4 Ask students to identify one word from each line which does not form a collocation with the word at the end.

#### Answers

4.1 (d) to bill      4.2 (e) to account      4.3 (f) a system      4.4 (c) concept

- 5 Divide the class into small groups in to discuss the questions. Students report back on their answers to the whole class. Encourage discussion. Finish the lesson by giving language feedback.

### Related websites

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

[http://en.wikipedia.org/wiki/Paperless\\_office](http://en.wikipedia.org/wiki/Paperless_office)

[http://business.timesonline.co.uk/tol/business/industry\\_sectors/transport/article4364034.ece](http://business.timesonline.co.uk/tol/business/industry_sectors/transport/article4364034.ece)

<http://www.accountingweb.co.uk/cgi-bin/item.cgi?id=159559>

[http://en.wikipedia.org/wiki/Office\\_of\\_the\\_future](http://en.wikipedia.org/wiki/Office_of_the_future)