

WORK SPACE

1. In the office



Match the words to the images:

a coat hanger

a filing cabinet

an exercise ball

a projector

a water cooler

a work station



1. _____ 2. _____ 3. _____ 4. _____



5. _____ 6. _____

2. Reading

You are going to read a text on office design. Put T (True) or F (False) next to each statement then read the text to check your answers.

1. Open-plan offices are generally good for business.
2. Open-plan offices are cheaper.
3. People communicate better in closed offices.
4. Closed offices make businesses more innovative.
5. It's easier to concentrate on your work in a closed office.
6. Employees who work in closed offices are absent more often.

Open-plan vs. closed offices

Which are better?

For most companies, the design of the office space is very important. The office space should help employees to work more efficiently, concentrate on their work and work better in a team. There are two common designs — closed offices and open offices.

Open offices are good for companies for a number of reasons. Firstly, they cost less because they use less space and use less electricity to heat or cool. In addition, businesses can save on equipment because people are sharing resources such as printers and photocopiers. Since there are no walls or barriers between work stations, staff can learn from each other and interact more efficiently. For example, when you work in an open office you can get feedback on your work instantly and you can ask questions without needing to knock on doors. Increased collaboration between employees can also result in business innovation.

On the other hand, many employees prefer closed offices, mainly because there is less noise and it's easier to concentrate. With a busy open-plan office, the high level of noise can make it difficult for employees to focus on their work. Another advantage for business is lower absenteeism. When people work in an open environment, there is a greater risk of catching a disease when somebody is ill. And when employees are absent, the company is less productive.

3. Phrases in the text

Match the verbs on the left with the words on the right to form phrases from the text.

1. save on	a. a disease
2. share	b. doors
3. get	c. equipment
4. knock on	d. feedback on your work
5. focus	e. on your work
6. catch	f. resources

4. Linking words and phrases

Look at the words and phrases below. Complete the text and check your answers.

on the other hand, because, firstly, since, in addition, for example

Open-plan vs. closed offices Which are better?

For most companies, the design of the office space is very important. The office space should help employees to work more efficiently, concentrate on their work and work better in a team. There are two common designs — closed offices and open offices. Open offices are good for companies for a number of reasons. _____¹, they cost less because they use less space and use less electricity to heat or cool. _____², businesses can save on equipment _____³ people are sharing resources such as printers and photocopiers. _____⁴ there are no walls or barriers between work stations, staff can learn from each other and interact more efficiently. _____⁵, when you work in an open office you can get feedback on your work instantly and you can ask questions without needing to knock on doors. Increased collaboration between employees can also result in business innovation. _____⁶, many employees prefer closed offices, mainly because there is less noise and it's easier to concentrate. With a busy open-plan office, the high level of noise can make it difficult for employees to focus on their work. Another advantage for business is lower absenteeism. When people work in an open environment, there is a greater risk of catching a disease when somebody is ill. And when employees are absent, the company is less productive.

Here are some more linking words you can use in a discussion:

Good for speaking: *on top of that, what's more,*

Good for writing: *however, furthermore, for instance,*