

GO PAPERLESS.- Session 1.- The office of the future.

Situation

Listen to the situation.



Lourdes and **Susana** have been in London for over a month and they seem to be more used to their new lives. **Time flies** and although they have been there for a short period of time, it seems like ages! They feel much more comfortable in their apartment, and although they have to get up at 6.30 in the morning, they are also quite happy at work. At the weekends, they usually **go sightseeing** around London and from time to time they even go to pubs.



One morning, while they are on their way to the company, **Susana** stops at a **kiosk** and takes a magazine.

- Lourdes**, look. Can you imagine what the office of the future will look like?
- Come on **Susana**, we are **running late!**
- It's just a second, this is a really interesting article about the office of the future!
- OK, if it is so interesting, why don't you buy it so that we can go to work, I don't want to be late!
- OK, let's go...

On their way to the office, **Susana** keeps thinking about the article and asks **Lourdes**:

-**Lourdes**, how do you imagine the office of the future? Can you imagine what British Corporation will look like in 2090?

Think about it

And you? How do you imagine the office of the future? Do you think it will be much different from the ones we have nowadays? Enter the forum and share your opinion with your classmates.



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[Aviso Legal](#)

1.- What to say: Asking and Giving Opinion.

Quotation

"I wish life was not so short," he thought. "Languages take such a time, and so do all the things one wants to know about."
J.R.R. Tolkien

Situation

Luckily, they get to the office on time, but Lourdes is angry because like every day, they have to rush to the office. She is not an early person, and she prefers getting up with plenty of time so that she can walk peacefully and wake up gradually on her way. Susana on the contrary, loves fooling around with things and she always has to run to places to avoid getting late.

At the office, the girls say good morning to every one and turn their computers on so that they can start working. In the meantime, Susana tells their colleagues about the article and asks them about their opinion.



When discussing about any topic, it is very important to ask and listen for people's opinion. Below, you will find some useful expressions.

Asking and Giving opinion.

Expresion	Translation into Spanish
ASKING FOR OPINION	PREGUNTAR POR LA OPINIÓN
What do you think about ... ?	¿Qué piensas sobre ... ?
What's your opinion on ... ?	¿Cuál es tu opinión acerca de ... ?
What are your views on ... ?	¿Cuáles son tus ideas acerca de ... ?
Do you agree / disagree with ... ?	¿Estás de acuerdo / en desacuerdo con ... ?
Are you for or against ... ?	¿Estás a favor o en contra de ... ?
EXPRESSING YOUR OPINION	EXPRESAR TU OPINIÓN
In my opinion ...	En mi opinión ...
From my point of view / I'm my view ...	Desde mi punto de vista ...
As I see it...	Tal y como yo lo veo ...
EXPRESSING AGREEMENT OR DISAGREEMENT	ESTAR DE ACUERDO O EN DESACUERDO
I think / don't think (that)...	Pienso que... / No pienso que ...
I believe / don't believe (that)...	Creo que ... / No creo que ...
I feel / don't feel (that) ...	Siento que ... / No siento que ...
That's right! / You're right!	¡Correcto! / ¡Tienes razón!
I couldn't agree more!	¡No podría estar más de acuerdo!
I agree / don't agree / disagree / with you	Estoy de acuerdo / No estoy de acuerdo contigo.
I'm afraid that's incorrect!	¡Me temo que éso no es correcto!
I don't see it that way.	Yo no lo veo así.

Expresion	Translation into Spanish
I see your point but ...	Entiendo lo que dices, pero ...

Think about it

Give your opinion in the forum:

What do you think about living abroad? Would you like to go to London to do your FCT internship or would you prefer to do it in Spain? Why?

1.1.- Expressing your opinion in a business meeting.

When we are with our family or friends we usually express our opinion freely without taking many other things into account, however, in a business meeting we should be careful with that and try to be polite if we don't want to get into trouble. The following tips will help you.



How to express your opinion.

It's easy to tell people that you agree with them. However, depending on the circumstance, it may not always be so easy to tell people that you **disagree**. It's especially important in business meetings and workplace meetings for all members of the team to say what they think so that the meeting is **fruitful**. However, this may be easier said than done.

While some people find it easy to **speak up**, other people may feel **uneasy** about it because they are concerned about the possibility of offending someone. ESL speakers who find it easy to disagree in their first language, may find that they don't have the same ease of expression in English. Here are some tips that will help you to express disagreement in a **tactful** and polite manner:

- ✓ Listen carefully to what your **interlocutors** are saying and make them feel that you are interested in their speech.
- ✓ Choose a few "good words" to start giving your opinion so that you don't offend anyone. Phrases like "that sounds interesting but..." or "that's a good idea, however..." will help you.
- ✓ **Mind** your tone of voice. Having a **high-pitched tone** of voice may say you are self-confident, however it may also reveal you are arrogant and that you don't care much about the others. On the contrary, a low tone of voice may say you are shy, immature or that you are unsure about what you are saying.
- ✓ Body language is also a key factor, especially when dealing with foreigners since what you think is correct in your culture, may not be like that in another.

Follow these tips and you won't have any problems!

1.2.- Now you put it into practice.



Now it's your turn



Read the text again and answer these questions:
When in a business meeting ...

- You shouldn't say what you think since it can be impolite.
- Say always what you think about any topic.
- Don't speak, just listen.

Your tone of voice is important since...

- It reveals the others about your personality.
- It is not important at all.
- It helps you to communicate with your colleagues.

Body language ...

- ...is not important at all.
- ...helps you to communicate effectively.
- ...is difficult to understand from one culture to another.



Now it's your turn

Asking and giving opinion.
Match the questions in A to the answers in B.

Matching exercise.

A	Match	B
How was the movie last night?	<input type="checkbox"/>	a. You're welcome, it was a pleasure!
How do you like living in London?	<input type="checkbox"/>	b. In my opinion it was really good, but Jane didn't like it.
What does he do?	<input type="checkbox"/>	c. Oh don't worry, I'm okay.
Why not put it off until next week?	<input type="checkbox"/>	d. Of course I don't. I'm totally against it.
Thank you very much for all of your opinion.	<input type="checkbox"/>	e. I think he is an account but I'm not completely sure.
Can you see what I mean?	<input type="checkbox"/>	f. It couldn't be better! I love it!
You look upset. What's the matter?	<input type="checkbox"/>	g. I don't think so, he lives far away from here.
Do you agree with the new policy?	<input type="checkbox"/>	h. Are you sure? Don't you think it's going to be very late?
Will we be on time for the meeting?	<input type="checkbox"/>	i. I think so, don't worry about it.

A	Match	B
Do you think he will come?	<input type="checkbox"/>	j. Yes, I see your point but I don't agree with you.
<input type="button" value="Submit"/>		

1.3.- Having an argument.

Having an argument with your colleagues at work is something natural. Read the following conversation between Joseph and Anne.

Joseph: I think **moving out** to a different building is a bad idea because if the Sales and Marketing departments are in different places it will be very difficult to **be in touch**.

Anne: No hang on a minute, ... you know we're really **overcrowded** here and ...

Joseph: Let me finish what I'm saying please ... what I wanted to say is that it'll take longer to transmit a particular piece of information if we're physically in different buildings and if ...

Anne: I don't think so ... in my view, we'll just have to use the phone and email more and it'll save time.

Joseph: Yeah, OK I guess you're right there, but what about **face-to-face** meetings, those will just get harder and ...

Anne: Yes but why don't we **schedule** them in? It'll be more time-effective than just seeing each other every day.

Joseph: I see what you mean, what about Mondays at noon, after the meeting we can have lunch together like in the old days.

Anne: What a good idea! That sounds great to me.



Think about it

In the previous conversation, which sentences do the characters use to...

- ... give personal opinion?
- ... express tactful disagreement?
- ... express suggestions?
- ... clarify what they are saying?
- ... express agreement?

2.- How to say it: The future tense.

Think about it

Read the following sentences carefully and answer: What is the difference between them?

- ✓ *The telephone is ringing. I'll answer it!*
- ✓ *The meeting **is starting** at 12 o'clock.*
- ✓ *I **am going to** travel to Mexico next summer.*



Translation

If you have any problem with the language, [click here to read the translation.](#)



Now it's your turn

Can you extract the rule?

- ✓ We use to talk about predictions or spontaneous decisions.
 ➤ *"It's really cold in the office, I close the window."*
- ✓ We use to talk about our future intentions.
 ➤ *"I learn Italian next year."*
- ✓ We use to talk about things that have been scheduled beforehand.
 ➤ *"I am meeting my colleagues at 7 pm at the local pub."*

Translation

If you have any problem with the language, [click here to read the translation.](#)

Think about it

These are common mistakes made when using the future tense:

- ✓ *She going to the cinema this evening.*
- ✓ *Paul will to be back at the office at noon.*
- ✓ *They are going to shopping on Saturday.*

Can you correct them?

2.1.- Now you put it into practice.

Think about it

Give your opinion in the forum.

Answer the following questions:

- ✓ What will you do when you retire?
- ✓ What are you doing tomorrow?
- ✓ What are your plans for next summer?



Now it's your turn

Complete the following sentences with the present continuous or the future simple:

- a. I (meet) my boss tomorrow at noon.
- b. Sarah (to be promoted) to the sales department next year.
- c. My colleague (travel) to Croatia on Monday.
- d. Anne (have) an appointment with their sales representative next week.
- e. According to my planner, my flight (take off) at 7 a.m.

Submit



Now it's your turn

Complete the predictions about the future. Use the correct verbs from the box and use contractions if possible.

Discover - Not do - Live - Make - Not meet - Communicate - Have - Not be - Not work.

- a. Everybody through their laptop.
- b. We probably our boss face to face anymore.
- c. Scientists new technology devices.
- d. I'm sure there a more powerful company than Microsoft in 10 years time.
- e. Technology time travel possible.
- f. People in offices anymore— they'll work at home.
- g. Thanks to medical advances, we probably much longer.
- h. People their shopping in supermarkets anymore!

Submit



Now it's your turn

Put the verbs in brackets into the correct future tense:

1. A: Why are you wearing your coat?
B: Because I (go) to leave for a meeting.

2. A: I think we are lost!
B: OK, I (find) a policeman to ask for directions.
3. A: The office is on fire!!!!
B: Oh no!!! I (call) the fire brigade.
4. A: I think the office needs some new equipment.
B: I know. Yesterday, I ordered many things online. They (bring) them tomorrow at noon.
5. A: How are you going to the office this afternoon?
B: John (give) me a lift.
6. A: Someone's at the door!
B: I (go)!

Submit



Now it's your turn

Match the sentences in A with the ones in B.

Matching exercise

A	Match	B
I'd love a cup of tea	<input type="checkbox"/>	a. He will turn 32 in November.
What is Tom studying?	<input type="checkbox"/>	b. Yes, I'm going to ask for a pay raise.
What are you doing this summer?	<input type="checkbox"/>	c. The forecast said it will sunny tomorrow.
What will the weather be like tomorrow?	<input type="checkbox"/>	d. It will be cold and rainy.
Can I take a message?	<input type="checkbox"/>	e. I'm travelling to New York!
Don't forget to give me your keys	<input type="checkbox"/>	f. No thanks, I'll call back later.
Have you decided what to do?	<input type="checkbox"/>	g. No, he isn't. He's going to resign,
How old is your friend?	<input type="checkbox"/>	h. Medicine. He wants to be a doctor
Is Tim happy with his new job?	<input type="checkbox"/>	i. OK! I'll make some for you!
Look at the blue sky	<input type="checkbox"/>	j. Don't worry I'll give them to you right now.

Submit

2.2.- Revision of Grammar.

You should know

Why don't we revise some of the main grammar points we've seen in this session? Take a look at the following presentation. You might find it interesting.

THE FUTURE TENSES: WILL VS. BE GOING TO



[Text summary](#)



2.3.- The Future Continuous and The Future Perfect.

Think about it

Read the following sentences carefully and answer: What is the difference between them?

- ✔ *This time next year, I will be doing my FCT internship in London.*
- ✔ *By this time next year, I will have finished my FCT internship in London.*

The **future continuous** (will be + 'ing' form) and the **future perfect** (will have + past participle) tenses are used to talk about events in the future.

Future continuous

- ✔ *Don't ring at 8 o'clock. I'll be working on the project.*
- ✔ *This time tomorrow we'll be having a delicious meal at the canteen. I can't wait!*

We use the future continuous to talk about something that will be in progress in the future or that we *assume* is happening at the moment.

- ✔ *Don't phone Mr. Parker now, he'll be interviewing the candidates.*
- ✔ *My colleagues are very competitive. They'll be studying for the exam!*



Future Perfect

We use the future perfect to say that something will be finished by a particular time in the future.

- ✔ *Do you think you will have finished all the emails by Thursday?*
- ✔ *In 3 years time, I'll have finished my Vocational Training and I'll be able to earn some money at last.*

We often use the future perfect with **'by'** or **'in'**

- ✔ *By the year 2020, I will have worked at British Corporation for 15 years.*
- ✔ *I'll have finished in an hour and then you can use the computer.*

'By' means *'not later than a particular time'* and **'in'** means *'within a period of time'*. We don't know exactly when something will finish.

- ✔ *I promise I'll have done all the work by next Saturday.*

We don't know *exactly* when he will finish the work – maybe Thursday, maybe Friday – but definitely before Saturday.

Translation

[Click here to read the Spanish version.](#)

2.4.- Now you put it into practice.



Now it's your turn

Complete the sentences by matching the phrases in B to the sentences in A.

Matching exercise.

Opinion	Match	Speaker
Tomorrow at this time...	<input type="checkbox"/>	1. will have paid my mortgage and the house will be mine!
In ten years time, I...	<input type="checkbox"/>	2. she will be flying to Paris.
How will I recognize you? What...	<input type="checkbox"/>	3. will you be wearing?
What do you think...	<input type="checkbox"/>	4. will have lived in London for 30 years.
By the end of 2040, Sally...	<input type="checkbox"/>	5. Will have changed in 10 years time.

Submit



Now it's your turn

Complete the sentences with verb in brackets by using the Future Continuous or Future Perfect.

- This time tomorrow, Maria on a beach in Majorca. (sunbathe)
- Wake me up by nine o'clock - I long enough by then. (sleep)
- Look, I can give you a lift to the station - I that way anyway. (drive)
- When we get to Sydney, we for more than 10 hours. (fly)
- Don't phone me between 7 and 8. We dinner then. (have)
- Phone me after 8 o'clock. We dinner by then. (finish)
- Tomorrow afternoon we're going to play tennis from 3 o'clock until 4.30. So at 4 o'clock, we tennis. (play)
- Tom spending his money very quickly. If he continues like this, he all his money before the end of his holiday. (spend)

Submit

3.- Words you need: IT VOCABULARY.

Generally speaking, English is the language of technology and therefore, anyone who wants to [keep up with](#) technology must learn English. Below you will find a list of the most common IT words and expressions. Have you heard about any of them before?



IT Words and expressions

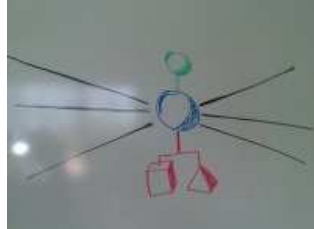
IT words	Translation
IT (Information Technology).	Informática.
Hacker.	Pirata informático.
Download.	Bajarse un archivo de Internet.
Upload.	Subir un archivo a la red.
Print out.	Imprimir.
Hack into.	Piratear (un programa...)
Boot up.	Encender el ordenador.
Reboot.	Reiniciar el ordenador.
Crashed / frozen.	Quedarse pillado el ordenador.
Delete.	Borrar.
Keyboard.	Teclado.
Mouse.	Ratón.
Virus.	Virus.
Delete.	Borrar.
Flash drive.	Pendrivel / lápiz óptico.
Wifi.	Conexión Wifi.
Wireless.	Inalámbrico, sin cable.
Folder.	Carpeta.
File.	Archivo.
Database.	Base de datos.
Website.	Página Web.
Log in / out.	Comenzar / terminar sesión mediante una clave personal.
USB slot.	Puerto USB.
Turn on / off.	Encender / apagar.
CD burner.	Regrabadora de CD.
Expressions	Translation
To surf / browse the net.	Buscar en Internet.
To google a word.	Buscar una palabra en Google.
To burn a CD.	Grabar un CD.
To click on an icon.	Hacer click en un icono.

3.1.- Now you put it into practice.



Now it's your turn

Fill in the gaps with a suitable word from the ones you learned above.



1. There's too much information here, why don't you some paragraphs?
2. It takes ages for my computer in the morning. I usually turn it on and then go off for a coffee.
3. I always music and video games from the Internet.
4. Could you please the last Kiss CD for me?
5. I'll just the more relevant information since I'm running out of ink.
6. They were able to Microsoft's system and steal the passwords.
7. She is in a bad mood today. Her computer yesterday and she lost a lot of her work.
8. If you want to find some information about this subject you could the net.

Submit



Now it's your turn

Fill in the gaps using the words below. Be careful there are more words than you need:

Special programme / crashed / folder / modem / mouse / website / power file / flash drive/ icon / virus / database / key / laptop / disk / boot up / surf.

1. Remember to switch your PC off when you are not using it to save .
2. You need to log in before you can start using this .
3. You need to connect up your to the telephone line.
4. I can't find the called grammar.doc I thought it was in the called "avanza".
5. If you want to open Facebook, click on this .
6. You need to wipe it out with a .
7. I need to key this data into the .
8. To get a capital letter, press the shift and the letter you want.
9. I have a desktop computer at home but I also have a .
10. Don't open any mails today. There's is a new that can destroy all the information on your hard .

Submit



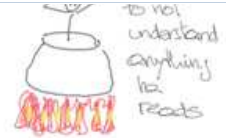
Now it's your turn

Acronyms.

Did you know that "acronyms" are words formed from the initial letters of other words? Take a look at the following common IT acronyms. Do any of them sound familiar to you? Surf the net for the words they stand for.

THERE IS A SPECIAL PLACE
(IN HELL FOR ACRONYM
ABUSERS 3/7 ← Punished

Example: RAM (Random Access Memory)















- ✓ CD-ROM=
- ✓ WIFI=
- ✓ CPU=
- ✓ DVD=
- ✓ GPS=
- ✓ PC=
- ✓ PDF=
- ✓ ROM=
- ✓ SMART=
- ✓ URL=
- ✓ USB=
- ✓ WWW=

Submit



Appendix.- Licenses of resources.

Licencias de recursos utilizados en la Unidad de Trabajo

Resource (1)	Resource information (1)	Resource (2)	
	By: @boetter. License: CC by 2.0. From: http://www.flickr.com/photos/jakecaptive/3205277810		By: Lice Froi
	By: Alejandro Dagnino J. License: CC by-nnc 2.0. From: http://www.flickr.com/photos/adagnino/4420032709/in/photostream/		By: Lice Froi
	By: Vermin Inc. License: CC by-nc-sa 2.0. From: http://www.flickr.com/photos/vermininc/2337307518/in/photostream/		By: Lice Froi
	By: Sara Björk. License: CC by 2.0. From: http://www.flickr.com/photos/aegishjalmur/2215008038/		By: Lice Froi
	By: Zlady. License: CC by-nc 2.0. From: http://www.flickr.com/photos/ozlady/3353025268/		By: Lice Froi http
	By: Bopuc. License: CC by 2.0. From: http://www.flickr.com/photos/bopuc/194861760/		By: Lice Froi