



Fluentlicious
Materials for language learning

Office equipment and desk setup

Business English ESL lesson, A2

Warm-up

What things do you have on your desk at home?



What can you see?



Vocabulary - do you the words?



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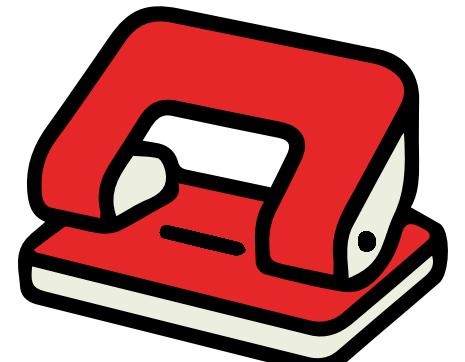
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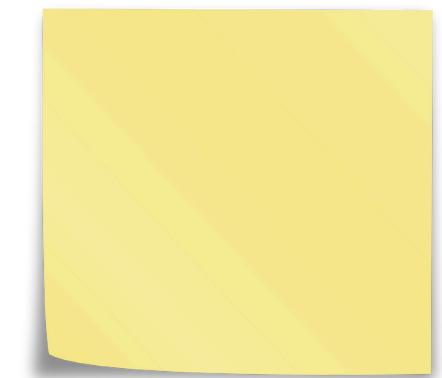
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Vocabulary



monitor



scanner



keyboard



printer



desktop computer



mouse pad



stapler



hole puncher



binder



paper clip



sticky notes

Vocabulary practice

Say if the sentence is true or false. Correct the false sentences.

1. You use a stapler to connect papers.
2. A scanner is a type of coffee machine.
3. A monitor is part of a computer.
4. You use sticky notes to fix your computer.
5. A mouse pad is something you use with a computer mouse.
6. A binder is a small piece of metal for holding paper together.
7. A paper clip is used to hold a few sheets of paper.
8. A printer makes paper copies of documents.
9. A keyboard is a machine for cutting paper.



Let's talk!

- How does your desk look like now?
- What is your perfect desk setup?



F

QUESTIONABLE Desk Setup Advice

Read each piece of advice and discuss the questions.
Decide: Is this good advice or bad advice? Why?

1

Add good lighting

Good lighting helps you see your screen and documents clearly. It protects your eyes and makes working easier.



OR



advice?

Questions:

- Do you use a desk lamp?
- Do you prefer warm or bright light when you work?

2

Keep your desk full of items

A very crowded desk means you always have everything around you – books, papers, snacks, chargers, pens. You never need to stand up!



OR



advice?

Questions:

- Is a busy desk helpful or stressful for you?
- What items do you like to keep on your desk?

3

Put your monitor below eye level

If your monitor is low, you have to look down all the time. This can “stretch your neck muscles,” so some people think it is good exercise.



OR



advice?

Questions:

- Where is your monitor at the moment?
- Does looking down feel comfortable for you?

4

Use an ergonomic chair

A comfortable chair supports your back and helps you sit in a healthy position.



OR



advice?

Questions:

- What kind of chair do you use?
- Does your back ever hurt when you work?

5

Hide all cables behind the desk

Cable management keeps your desk tidy and makes cleaning easier.



OR



advice?

Questions:

- Do you have many cables on your desk?
- Is it easy for you to keep them organised?

6

Put your keyboard far away from you

If your keyboard is far from you, you can stretch your arms and “work on your arm strength” while typing.



OR



advice?

Questions:

- Where do you keep your keyboard?
- Would typing with straight arms be comfortable?

7

Add a plant or a decoration

A small plant or decoration makes your workspace nice and pleasant. It can even help you relax.



OR



advice?

Questions:

- Do you like plants on the desk?
- What personal items do you keep at your workstation?

8

Adjust your desk height

Your desk should be at a comfortable height so your arms stay relaxed. If the desk is too high, your shoulders get tense. If it's too low, you start to bend your back.



OR



advice?

Questions:

- Is your desk the right height for you?
- Do you feel tension in your shoulders or back when you work?

Let's talk!

1. What office equipment do you use every day?
2. Do you have a tidy or messy desk? Why?
3. How many monitors do you use? Do you think more than one screen is helpful?
4. What item on your desk is the most important for you?
5. Do you prefer working on a laptop or a desktop computer? Why?
6. What problems do you sometimes have with office equipment?
7. Do you like personal items on your desk (photos, plants, decorations)?
8. Do you ever share office equipment with colleagues? What do you borrow?
9. What part of your desk setup would you like to improve?
10. If you could buy one new thing for your workspace, what would it be?



Answer key

True or false

1. You use a stapler to connect papers. – True
2. A scanner is a type of coffee machine. – False
 - a. → A scanner is a machine that makes digital copies of documents.
3. A monitor is part of a computer. – True
4. You use sticky notes to fix your computer. – False
 - a. → You use sticky notes to write small messages or reminders.
5. A mouse pad is something you use with a computer mouse. – True
6. A binder is a small piece of metal for holding paper together. – False
 - a. → A binder is a folder with rings for holding many pages.
7. A paper clip is used to hold a few sheets of paper. – True
8. A printer makes paper copies of documents. – True
9. A keyboard is a machine for cutting paper. – False
 - a. → A keyboard is used for typing on a computer.

Desk Setup advice

1. GOOD
2. BAD
3. BAD
4. GOOD
5. GOOD
6. BAD
7. GOOD
8. GOOD



Thank you!
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