



Unit1
Workplace

Office Layout

Teaching Objectives



To know the office layout



To know dress code in office



To put into use

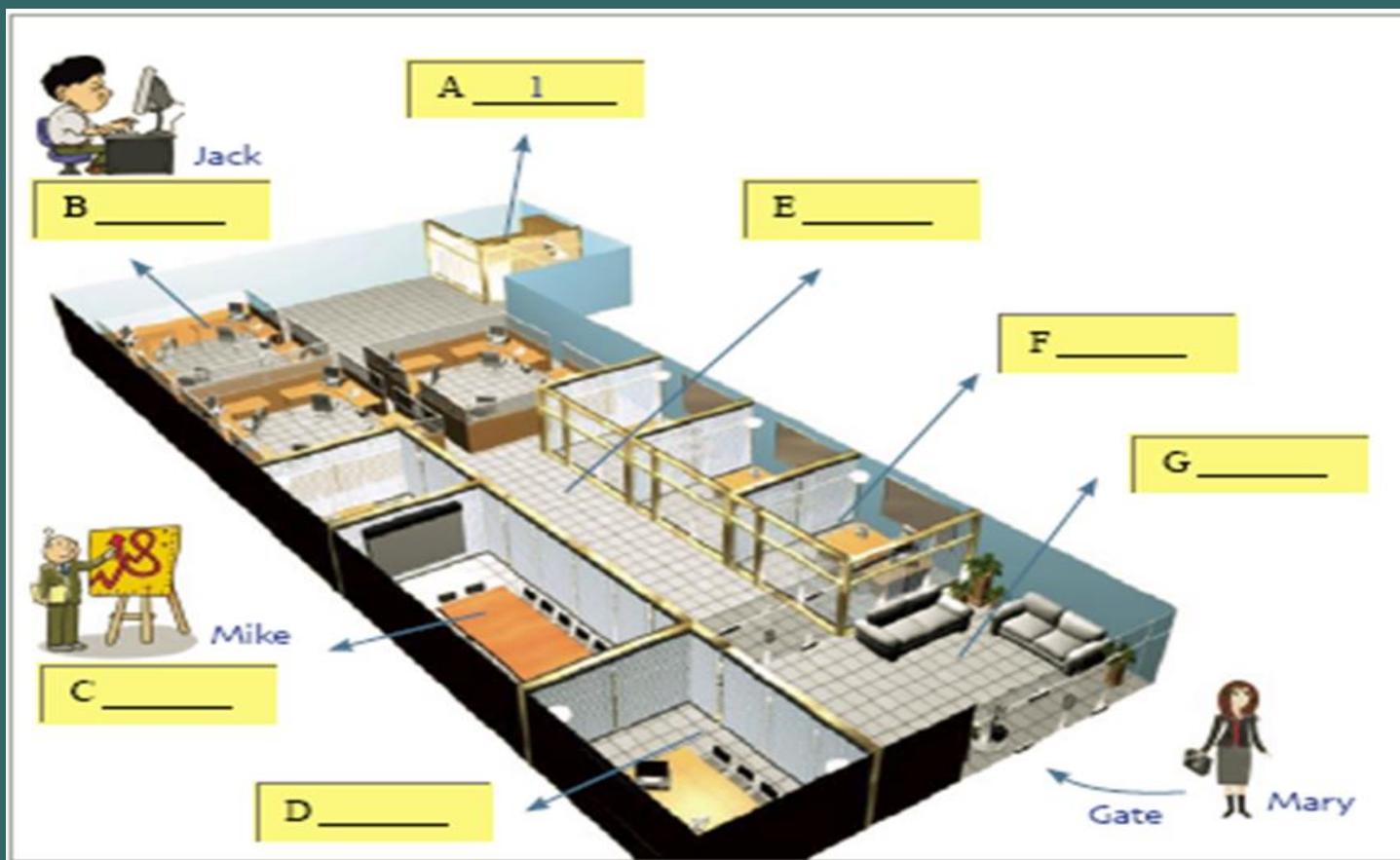
01

Office Layout



Office Layout

Task1: Work in pairs. Look at the following office layout. Discuss with your partner and identify the marked rooms.



1. washroom
2. department manager's office
3. meeting room
4. staff office
5. multifunction meeting room
6. hallway
7. reception room

Office Layout

Task2: Look at the above office layout again. Mary is at the company gate. Please tell her how to find Mike and Jack in the office.

Sample:

You go through the reception room to the hallway. The first room on your left is the multifunction meeting room. Mike is having a meeting there. Keep going straight along the hallway till you get to the end of it. Jack is working in the last staff office on your left.

02

Dress code in office



Dress code in office



Watch the video clip carefully and try to get a general idea of how to dress properly in the office.



Dress code in office



- No matter what you wear, your clothes should be neat and clean;
- Quality counts. Instead of buying several trendy outfits, invest in one good quality jacket or suit, and upgrade your blouse, shirt or tie;
- Grooming (打扮, 穿戴) is very important. Don't forget to shave or bathe;
- Keep your shoes in good condition;
- Makeup should be subtle;
- Nails should be clean and neat and of reasonable length;
- Dress for the job you want. If you want to be a manager, dress like them.
- When in doubt, dress up.

03

Put into use



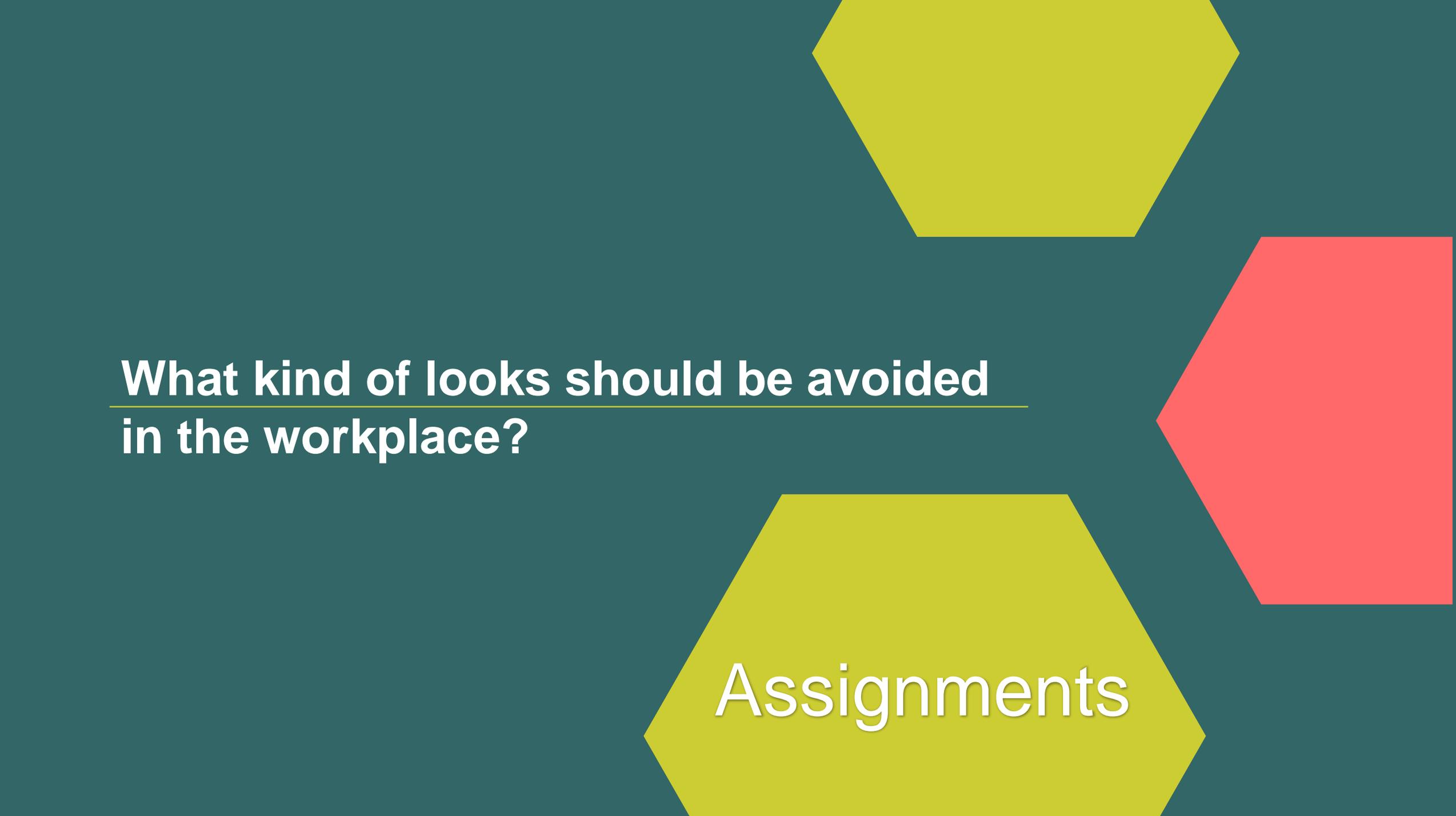
Put into use



TASK 2

Watch the video clip carefully and try to get a general idea of how to dress properly in the office during summer.





**What kind of looks should be avoided
in the workplace?**

Assignments

Suggested answer



What kind of looks should be avoided in the workplace?

1. Too sexy: see-through lace, miniskirts, spaghetti straps, sheer sundresses, strappy stiletto sandals.
2. Too casual: jeans, shorts, T-shirts, hats, sneakers.
3. Casual Friday - Depending on the business, this can mean anything from corporate casual instead of formal looks.



THANK YOU