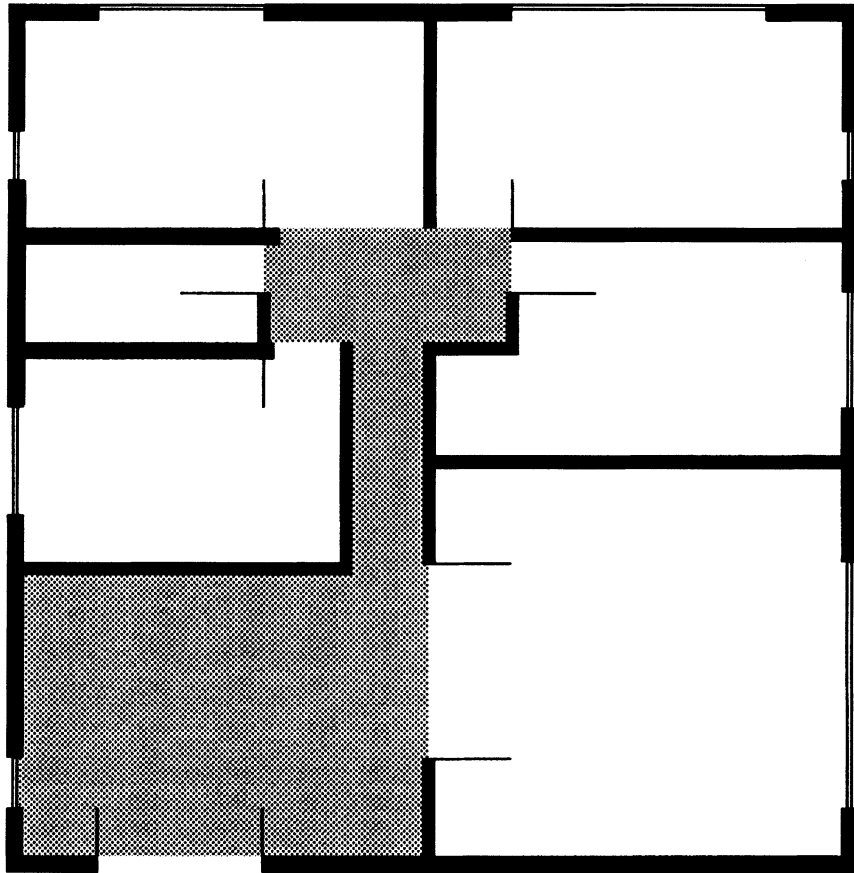


29b

*The budget*

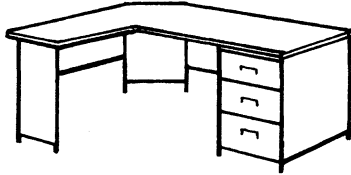
Loews  
estates



*Cadogan House SW3*

*Luxurious office space in Chelsea, minutes from Sloane Square.  
250m<sup>2</sup>. 4 offices, conference room, reception area, bathroom*

**29c** | *The budget*



**Reception desks**

rectangular, antique, solid wood	£1,200
rectangular, steel and glass	£750
L-shaped, veneered particleboard (black or natural wood)	£310



**Secretary's chairs**

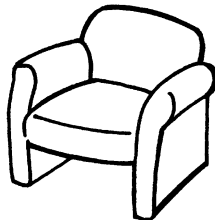
wood & leather	£145
steel & leather, ergonomic design	£210
steel, plastic and synthetic cloth, fully adjustable	£65



**Armchairs and sofas**

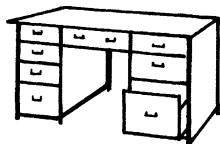
<i>traditional floral design</i>	
armchair	£415
sofa	£860

<i>leather</i>	
armchair	£980
sofa	£1,850



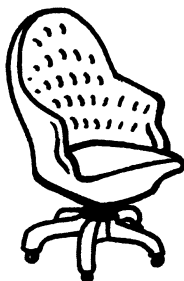
<i>synthetic leather</i>	
armchair	£380
sofa	£450

<i>steel &amp; leather</i>	
armchair	£290



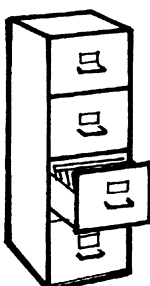
**Desks**

solid wood, 2m	£650
veneered particleboard (black, natural wood) 1.8m	£220



**Executive chairs**

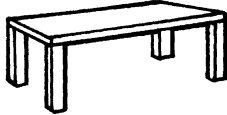
leather revolving	£750
synthetic cloth revolving	£240
leather non-revolving	£550
synthetic cloth non-revolving	£165



**Filing cabinets**

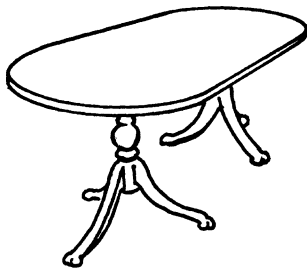
grey metal	£125
solid wood	£325
veneered particleboard (black, natural wood)	£120

***Coffee tables***

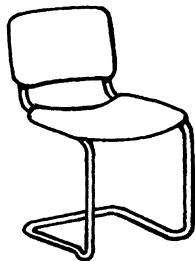


solid wood	£535
steel & glass	£225
veneered particleboard (black, natural wood)	£52

***12-seat conference tables***



oval, solid wood, antique	£1,450
rectangular, solid wood	£1,250
rectangular, veneered particleboard (black natural wood)	£420
rectangular, steel & glass	£830
square, solid wood, antique	£1,500



***Conference chairs***

wood & leather	£75
plastic, stacking	£21
steel & synthetic cloth	£80
steel & synthetic leather	£85
steel & leather	£109

**Teacher's Notes**

*The budget*

Worksheets

**29b**

**29c**

and

**29d**

**ACTIVITY**

Groupwork: speaking

**AIM**

To decide what furniture to buy for an office within a budget.

**GRAMMAR AND FUNCTIONS**

Expressing opinions  
Disagreeing  
Making comparisons

**VOCABULARY**

Office furniture

**PREPARATION**

Make a copy of Worksheets 29b, 29c and 29d for each student in the class.

**TIME**

20–30 minutes

**PROCEDURE**

- 1 Tell the students that they are going to do a speaking exercise. Set up the situation: they have decided to open a consultancy and training firm in London to help British business people do business in their country. They are setting up as four-person partnerships. They have already found premises and are now meeting to decide on the basic furnishings.
- 2 Divide the class into groups of four and appoint a chair in each group.
- 3 Give out the worksheets. Allow a couple of minutes for reading and checking vocabulary.
- 4 Set the budget: £10,000. (Groups of three get £9,000.)
- 5 Ask the students to start the meeting and decide what they are going to buy and where they are going to put it. Tell them that the best solution will get an extra £1,000 from the Good Office Design Council.
- 6 When most groups have finished, ask them to report back, presenting their solutions to the class.
- 7 The students vote for the best solution (no one may vote for themselves) and the winner gets the extra £1,000.

**FOLLOW-UP**

Ask the students about the places they work: what they are like and how they feel about them.