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Nobody's perfect

The perfect boss



✓	✗



The perfect office



✓	✗

Nobody's perfect

Worksheet

18

NOTE: It may be advisable to avoid this activity in classes where bosses and their subordinates are mixed together.

ACTIVITY

Groupwork and whole class: writing, speaking

AIM

To discuss the qualities which make people good to work with.

GRAMMAR AND FUNCTIONS

Modal verbs: *should, must*

VOCABULARY

Personal qualities in a professional context

PREPARATION

Make one copy of the worksheet for each student in the class and cut it into two sections - *The perfect boss* and *The perfect office* - as indicated.

TIME

15-20 minutes

PROCEDURE

1 Write the following on the board:

A teacher (should/ shouldn't/ mustn't) listen to the students.
A teacher (should/ shouldn't/ mustn't) come to class late.

- 2 Ask the students to choose the correct modal verb for each sentence, and then elicit two or three more sentences of the same type.
- 3 Tell them that they are going to talk about the qualities they prefer in a boss.
- 4 Give a copy of the first part of the worksheet (*The perfect boss*) to each student.
- 5 Ask the students to write two or three sentences in each of the two sections (✓ and ✗) saying what they think a good boss should and shouldn't or mustn't do and what he or she should be like.
- 6 Students work together in pairs or small groups to compare and expand on what they have written.
- 7 Repeat the same procedure for the second part of the worksheet (*The perfect office*).

FOLLOW-UP 1

You may wish to ask students to talk about the most difficult and the nicest people they have worked with, but be careful with in-company classes. The person's worst ever boss, secretary or colleague may be in the room with them or be a friend of one of the other students.

FOLLOW-UP 2

Dictate the following text to the students:

Do you hate working in an open plan office? Do you wish you had more space to yourself? It's easy if you know how. All you have to do is make sure no one wants to work near you, and there are various simple techniques you can use.

Check the dictation and ask the students to complete the text, either as homework or in class with a partner, in not more than 120 words, and to give it a title.