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The 4 page 60 minute ESL British English lesson – 10/01/16

Office Attire

Today, let's talk about office attire. What should we wear in an office that is suitable? In today's world there are several possible answers.

Men are normally expected to wear a suit, a shirt, a tie, and polished black shoes. Women should wear a blouse, a skirt and smart office shoes. However, office attire in some countries does vary, probably because of the climate.

If staff deal with customers and are front office they will usually need to wear a suit or company office uniform. If they are back office they might not need to wear a formal suit. This though will depend on company policy.

In some banks, staff in the back office may be required to dress smartly. It depends on the country you live in and the attitude of the management.

Staff at Citibank in Hong Kong recently received a presentation from their London office on 'the dos and don'ts' of what to wear and what not to wear in the office. Inappropriate clothing included: sunglasses, sweatpants or exercise pants, ripped jeans, shorts, spandex shorts, hats or bandannas, as well as T-shirts with slogans.

Women at Citibank Hong Kong also cannot wear miniskirts, party or beach dresses, strapless dresses, and skimpy see-through attire. Trainers, Birkenstocks, flip-flops or flat strappy sandals are also deemed unsuitable.

In Slovakia in the summer many office staff in IT departments wear shorts, T-shirts and flip-flops! They are known as the Flip-flop Brigade!

Lastly let's not forget Dress Down Friday. This is an American invention that spread around the world more than 20 odd years ago. The idea of this is to allow staff on a Friday, especially men, to come in dressed in a more casual mode.

SPEAKING – WARM UP

What does 'office attire' mean? Think of three things you know about office attire. Go round the room swapping details with others.

LISTENING – WRITING - DICTATION

The teacher will read some lines of the article slowly to the class.

READING

Students should now read the article aloud, swapping readers every paragraph.

SPEAKING - UNDERSTANDING

1) The article – Students check any unknown vocabulary or phrases with the teacher.

2) The article - Students should look through the article with the teacher.

- 1) What is the article about?
- 2) What do you think about the article?
- 3) Was this an easy or difficult article to understand?
- 4) Was this a boring or interesting article?
- 5) Discuss the article.

3) Article quiz - Students quiz each other in pairs. Score a point for each correct answer. Score half a point each time you have to look at the article for help. See who can get the highest score!

Student A questions

- 1) Name the bank.
- 2) Name the countries.
- 3) What is Dress Down Friday?
- 4) What is office attire?
- 5) What are men normally expected to wear?

Student B questions

- 1) What are women normally expected to wear?
- 2) What is generally not allowed at the Far East bank?
- 3) What are women not allowed to wear at the Far East bank?
- 4) What are spandex shorts, flip-flops and Birkenstocks?
- 5) What are bandannas, skimpy see-through attire and miniskirts?

Category: Business / Office Attire / Presentation of Staff
Level: Intermediate / Upper Intermediate

WRITING / SPEAKING

In pairs. On the board write as many words about the 'Office Attire'. *One-two minutes.* Compare with other teams. Using your words compile a short dialogue together.

WRITING / SPEAKING

In pairs choose three things men wear to an office. Then add three things women are allowed to wear. Write them below. Talk about them!

- 1) _____ (1) _____
- 2) _____ (2) _____
- 3) _____ (1) _____

The teacher will choose some pairs to discuss their findings to the class.

SPEAKING - GAME

As a class – Form a circle – "I went to work in an office but I couldn't wear..."

Go round the circle and repeat the previous words used. Forget a word and you are eliminated! *5 mins.*

SPEAKING - WRITING

In pairs – Think of three advantages and three disadvantages of wearing traditional office attire. Write down your thoughts. Discuss together.

DISCUSSION

Student A questions

- 1) What do you think about what you've read?
- 2) What do you wear in your office?
- 3) What are the men allowed to wear in an office in your country?
- 4) What are the women allowed to wear in an office in your country?
- 5) Have you ever taken part in Dress Down Friday?
- 6) Why is Dress Down Friday so popular?
- 7) Is there a Flip-flop Brigade in your office?
- 8) Are T-shirts allowed in your office? Why?
- 9) How has office attire changed in 30 years?
- 10) Have you learnt anything in today's English lesson?

SPEAKING – ROLEPLAY 1

In groups. One of you is the interviewer. The others are one of the following people. You are in the *Discussion FM* radio studio in Hong Kong. Today's interview is about: *Office Attire.*

- 1) Someone who works in an open plan office outside London.
- 2) Someone who works in Hong Kong in an office.
- 3) Someone who works in an IT Department in Slovakia.
- 4) A Human Resource's boss.

The teacher will choose some groups to roleplay their interview in front of the class.

SPEAKING - ROLEPLAY 2

In pairs - Student A loves wears traditional office attire. Student B works in an office that allows inappropriate clothing! *3 mins.*

SPEAKING - PRESENTATION

Allow 10 minutes – As a class.

Prepare a 3-5 minute presentation on

'Office Attire' – present it to the class

Allow prep time!

Google it if necessary!

The teacher can moderate the session.

DISCUSSION

Student B questions

- 1) Did the headline make you want to read the article?
- 2) Do you wear a suit to the office? Why?
- 3) Do you wear sunglasses, spandex shorts or flip-flops to work?
- 4) Do you wear ripped jeans, T-shirts with slogans or bandannas to work?
- 5) Do you wear flat strappy sandals, skimpy see through wear or strapless dresses to work?
- 6) Why do men generally have to wear a tie?
- 7) How does your boss dress?
- 8) Does the climate affect how you dress?
- 9) Are there 'do's and don'ts' in what you can wear in your office?
- 10) Did you like this discussion?

GAP FILL: READING

Office Attire

Today, let's talk about office attire. What should we wear in an office that is suitable? In today's world there are several possible answers.

Men are normally expected to wear a suit, a shirt, a tie, and polished black shoes. Women should wear a (1)__, a skirt and smart office shoes. However, office attire in some countries does (2)__, probably because of the climate.

If staff deal with customers and are front office they will usually need to wear a (3)__ or company office (4)__. If they are (5)__ they might not need to (6)__ a formal suit. This though will depend on company policy.

In some banks, staff in the back office may be required to dress (7)__. It depends on the country you live in and the (8)__ of the management.

smartly / suit / back office / attitude / vary / blouse / uniform / wear

Staff at Citibank in Hong Kong recently received a (1)__ from their London office on 'the dos and don'ts' of what to wear and what not to wear in the office. (2)__ clothing included: sunglasses, sweatpants or exercise pants, ripped jeans, shorts, spandex shorts, hats or bandannas, as well as T-shirts with slogans. Women at Citibank Hong Kong also cannot wear miniskirts, party or beach dresses, strapless dresses, and skimpy see-through attire. Trainers, Birkenstocks, (3)__ or flat strappy sandals are also deemed unsuitable.

In Slovakia in the summer many office (4)__ in IT departments wear shorts, T-shirts and flip-flops! They are known as the Flip-flop Brigade!

Lastly let's not forget Dress Down Friday. This is an American (5)__ that spread around the world more than 20 odd years ago. The (6)__ of this is to allow staff on a Friday, (7)__ men, to come in dressed in a more (8)__ mode.

flip-flops / presentation / especially / staff / idea / inappropriate / casual / invention

GAP FILL: GRAMMAR

Office Attire

Today, let's talk about office attire. (1)__ (2)__ we wear in an office (3)__ is suitable? In today's world there are several possible answers.

Men are normally expected to wear a suit, a shirt, a tie, and polished black shoes. Women should wear a blouse, a skirt and smart office shoes. (4)__, office attire in some countries does vary, probably (5)__ of the climate.

If staff deal with customers and are front office they will usually need to wear a suit or company office uniform. If they are back office they (6)__ not need to wear a formal suit. This (7)__ will depend on company policy.

In (8)__ banks, staff in the back office may be required to dress smartly. It depends on the country you live in and the attitude of the management.

however / might / though / should / some / because / that / what

Staff (1)__ Citibank in Hong Kong recently received a presentation from their London office on 'the dos and don'ts' of what to wear and what not to wear (2)__ the office. Inappropriate clothing included: sunglasses, sweatpants or exercise pants, ripped jeans, shorts, spandex shorts, hats or bandannas, as well as T-shirts with slogans.

Women at Citibank Hong Kong also cannot wear miniskirts, party or beach dresses, strapless dresses, and skimpy see-through attire. Trainers, Birkenstocks, flip-flops (3)__ flat strappy sandals are also deemed unsuitable.

In Slovakia in the summer many office staff in IT departments wear shorts, T-shirts and flip-flops! They are known (4)__ the Flip-flop Brigade!

Lastly let's not forget Dress Down Friday. This is (5)__ American invention that spread around the world more than 20 odd years ago. The idea (6)__ this is to allow staff (7)__ a Friday, especially men, to come in dressed in (8)__ more casual mode.

or / on / in / as / a / of / at / an



GAP FILL: LISTENING

WRITING/SPELLING

Office Attire

Today, let's talk _____. What should we wear in an office that is suitable? In today's world there are several possible answers. Men are _____ wear a suit, a shirt, a tie, and polished black shoes. Women should wear a blouse, a skirt and smart office shoes. However, office attire in some countries does vary, probably _____.

If staff deal with customers and are front office they will usually need to wear a suit or company office uniform. If they are _____ not need to wear a formal suit. This though will depend on company policy.

In some banks, staff in the back office may be required to dress smartly. It depends on the country you live in and the attitude of the management. Staff at _____ recently received a presentation from their London office on 'the dos and don'ts' of what to wear and what not to wear in the office. _____ included: sunglasses, sweatpants or exercise pants, ripped jeans, shorts, spandex shorts, hats or bandannas, as well as T-shirts with slogans.

Women at Citibank Hong Kong also _____, party or beach dresses, strapless dresses, and skimpy see-through attire. Trainers, Birkenstocks, flip-flops or flat strappy sandals are _____.

In Slovakia in the summer many office staff in IT departments wear shorts, T-shirts and flip-flops! They are known as _____!

Lastly let's not forget Dress Down Friday. This is an American invention that spread around the world more than 20 odd years ago. The idea of this is to allow staff on a Friday, especially men, to come in dressed _____.

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WRITING / SPEAKING

1) On the board - *In pairs/As a class*, list 20 things you know about: Office Attire. *One-two minutes. Talk about each of them.*

2) Sentence starters - Finish these sentence starters. Correct your mistakes. Compare what other people have written.

- 1) In an office _____
- 2) The company policy _____
- 3) I wear _____

3) Write down 50 words about: Office Attire. Your words can be read out in class.

4) Homework - Write and send a 200 word email to your teacher about: **Office Attire.** Your email can be read out in class.

SPELLING

The teacher will ask the class individually to spell the following words that are in the article. Afterwards check your answers.

- 1) attire
- 2) possible
- 3) normally
- 4) skirt
- 5) however
- 6) blouse
- 7) wear
- 8) suit
- 9) inappropriate
- 10) sunglasses

SPELLING

Use the following ratings:

- Pass = 12**
- Good = 15**
- Very good = 18**
- Excellent = 20**

- 11) brigade
- 12) invention
- 13) casual
- 14) bandannas
- 15) smartly
- 16) presentation
- 17) might
- 18) though
- 19) sweatpants
- 20) slogans

Office Attire – 10th January 2016