

**BUSINESS ENGLISH GRAMMAR** 

# Left behind

Lesson code: 11L7-P6CD-AABK American English PRE-INTERMEDIATE

## **1** In the office

Look at the image below. How many objects can you name?



## 2 Listening



Mark is always forgetting things at his office. Listen to the phone conversations with his co-worker Kate. Use the audio and the picture of his office from Ex1 to answer: What did he lose?

1.	Dialogue 1:
2.	Dialogue 2:
	Dialogue 3:
	Dialogue 4:
5.	Dialogue 5:
6.	Dialogue 6:





## **3** Dialogue completion

### Now complete the dialogues.

### Dialogue 1

Kate: Where is it?

Mark: I think it's somewhere on my desk. Can you see it?

**Kate:** Ah, wait a second. Oh yes, it's lying \_\_\_\_\_\_1 to your smartphone, in front of your keyboard.

#### Dialogue 2

Mark: Can you see it anywhere?

Kate: Yes, I can. It's lying \_\_\_\_\_2 your notepad.

#### Dialogue 3

Mark: I think it's somewhere in my office.

Kate: OK, let me check. Where exactly?

- Mark: Ummm, it's probably on the shelf \_\_\_\_\_\_3 the router.
- Kate: Oh, yes, I see it now.

#### **Dialogue 4**

Mark: Can you look for them?

Kate: Just a second. Umm... yes, I found them.

Mark: Where were they?

**Kate:** They were \_\_\_\_\_4 your camera.

#### **Dialogue 5**

Mark: I think I left it on my desk.

**Kate:** Let me take a look. Yeah, I see it. It's \_\_\_\_\_5 the mouse, \_\_\_\_\_6 the keyboard and your notepad.

Mark: Great.

#### **Dialogue 6**

Mark: Is it there?

Kate: It's on your desk, \_\_\_\_\_\_7 your keyboard. And it's still switched on.

Mark: Oh boy.



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## 4 Role play

Work in pairs. Have a conversation with your partner. Pretend that you lost something, but don't tell your partner what it is. Your partner should ask you where it is and try to guess what it is. Use prepositions and expressions of place, for example:

# under on top of next to to the left of <sup>on</sup> behind to the right of between



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#### 2 Listening

#### Dialogue 1

Kate: Where is it?Mark: I think it's somewhere on my desk. Can you see it?Kate: Ah... wait a second. Umm yeah, it's lying next to your smartphone, in front of your keyboard.

#### Dialogue 2

Mark: Can you see it anywhere? Kate: Yes, I can. It's lying on top of your notepad.

#### **Dialogue 3**

Mark: I think it's somewhere in my office.

Kate: OK, let me check. Where exactly?

Mark: Ummm, it's probably on the shelf on the right of the router.

Kate: Oh, yes, I see it now.

#### **Dialogue 4**

Mark: Can you look for them?

Kate: Just a second. Umm... yeah, I found them.

Mark: Where were they?

Kate: They were under your camera.

#### Dialogue 5

Mark: I think I left it on my desk.

**Kate:** Let me take a look. Yeah, I see it. It's in front of the mouse, between the keyboard and your notepad. **Mark:** Great.

#### **Dialogue 6**

Mark: Is it there?Kate: It's on your desk, on the left of your keyboard. And it's still switched on.Mark: Oh boy.



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#### 1 In the office

Items in the image: calendar, book shelf, router, keyboard, monitor, pen, notepad, mouse, smartphone, laptop, photos, camera, USB flash drive/memory stick, books/dictionaries

#### 2 Listening

Play the audio file or use your mobile device to scan the QR code (make sure you have installed a QR code reader app and can access the Internet on your device). Students work individually and check in pairs.

- 1. USB flash drive/memory stick
- 2. pen
- 3. calendar
- 4. photos
- 5. smartphone
- 6. laptop

#### **3** Dialogue completion

Students can work individually and check in pairs.

- 1. next
- 2. on top of
- 3. on the right of
- 4. under
- 5. in front of
- 6. between
- 7. on the left of

#### 4 Role play

Demonstrate with a strong student. Students can use their work space. The 'forgetful' partners can turn their backs to not make it obvious which object they're referring to. Alternatively, if more convenient, you can use or hand out a picture of a cluttered office or have students refer to the picture on Page 1.

