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## Teacher's pack

Lesson plan and student worksheets  
with answers

Lesson 17  
Hotdesking



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## Lesson Plan: Teacher's notes

### Lesson 17: Hotdesking

#### CONTENTS

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1. Level, topic, language, aims, materials
2. Lesson stages
3. Answers
4. Tapescripts
5. Student worksheets 1, 2, 3

**Level:** Intermediate and above

**Topic:** Work and working practices

**Language:** A word: Hotdesking  
Similar words and phrases from the world of work

**Aims:** Listening skills – A short talk

**Materials:** Worksheet 1 – Introductory speaking and vocabulary exercises,  
Listening section 1  
Worksheet 2 – Listening section 2  
Worksheet 3 – Extra work: Vocabulary and writing  
Tapescript – Available in teacher's notes  
Recording of the talk – Available online at [bbclearningenglish.com](http://bbclearningenglish.com)

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## Lesson Plan: Teacher's notes

### Lesson 17: Hotdesking

#### LESSON STAGES

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##### A

Explain to the students that they are going to listen to a talk by Professor Crystal about the way the English language changes. This particular talk is about language that has come from work and business.

##### B

Hand out **Student Worksheet 1**. Students do **Speaking Exercise 1** in small groups or pairs.

##### C

Students do the **Vocabulary Exercise 2**, without dictionaries at first. Practise the pronunciation of the vocabulary, as they will hear it in the talk.

##### D

Students read **Listening Exercise 3** and then listen to Section 1 of the talk. They answer the questions.

Students listen again and answer **Listening Exercise 4**

##### E

Hand out **Student Worksheet 2**

Students answer **Listening Exercise 5**

Students listen to section 2 of the talk and check their answer for **Listening exercise 5**

##### F

Students try to answer **Listening Exercises 6**. They listen again to **Listening Section 2** to check/complete their answers.

##### G

If you wish to do some extra work with the class, hand out **Student Worksheet 3**

For the vocabulary exercise, give the students copies of the tapescript and play the complete talk as they read.

For the language, the focus here is on other business words that follow a similar pattern to hotdesking.

## **Lesson 17: Hotdesking**

### **TAPESCRIPTS**

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#### **Listening Section 1**

You know, there are some very descriptive words that come into the language from time to time, and one of the ones that came in the 1990s which really hit me between the eyes when I first heard it, was this phrase "hotdesking". In fact to begin with, I didn't really know what it meant, and after a while of course, it's become perfectly commonplace now, it's the practice of sharing desks or workstations between office workers, on a sort of rota system. People don't have individual desks, it saves time, it saves resources.

#### **Listening section 2**

The implication of course, that's why the word became so effective, is that it's the high degree of activity that is making the desk 'heat up' as it were: imagine the steam coming off the desk! Well, it's a noun, "hotdesking", but I've also heard it as a verb: "we're hotdesking tomorrow", "Shall I hotdesk with you?" you might say to somebody. And now of course there are all sorts of derivatives that've come into being: the people who do the "hotdesking" are called "hotdeskers".

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## Lesson Plan: Teacher's notes

### Lesson 17: Hotdesking

#### ANSWER KEY

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#### SPEAKING

1.

- |                        |   |
|------------------------|---|
| b. <b>schedule</b>     | a time-based plan, a timetable for work                           |
| <b>boss</b>            | employer or manager   |
| <b>deadline</b>        | a fixed time by which a job has to be finished                    |
| <b>in-tray</b>         | this is where an office worker puts the work that they need to do |
| <b>memo</b>            | a small note or message   |
|                        |   |
| c. <b>secretary</b>    | types letters, takes phone calls, manages a schedule              |
| <b>manager</b>         | organises the staff and work schedules, supervises work           |
| <b>teacher</b>         | prepares and gives lessons, plans syllabus, keeps discipline      |
| <b>delivery person</b> | takes things to and from a business, drives a vehicle             |

#### VOCABULARY

2.

- |                              |  |
|------------------------------|--|
| a. <b>commonplace</b>        | typical or normal                                    |
| b. <b>to share something</b> | to let someone use something with you                |
| c. <b>a rota system</b>      | a way of organising when people work                 |
| d. <b>resources</b>          | things which you have, and they help and support you |
| e. <b>effective</b>          | good, successful and useful                          |
| f. <b>activity</b>           | things being done                                    |

**Lesson 17: Hotdesking**

**LISTENING SECTION 1**

**3.**

- a. Hotdesking
- b. ii. a way people work by sharing the work space

**4.**

- a. True – ‘which really hit me between the eyes’
- b. False – ‘To begin with, I didn’t really know what it meant’
- c. False – it is ‘commonplace’
- d. False – ‘people don’t have individual desks’
- e. False – resources (i.e. desks, computers) are saved

**LISTENING SECTION 2**

**5.**

- b. A lot of energy or activity making something hotter

**6.**

- a. True
- b. False – Professor Crystal imagines the steam rising from the desks
- c. True – To hotdesk and a hotdesker (a person who hotdesks)

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## Lesson Plan: Teacher's notes

### Lesson 17: Hotdesking

#### EXTRA WORK

1.

- a. from time to time
- b. a workstation
- c. derivatives

#### LANGUAGE

2.

- a. **flexiworking** working without fixed start and finish times
- b. **telecommuting** working from home, using telephone, fax and email to stay in contact with the main company office
- c. **mobile working** Working away from the main company office, using mobile phones and wireless technology to stay in contact
- d. **downsizing** Making a business smaller, often by reducing the number of employees

3.

<b>Noun for activity/idea</b>	<b>Verb</b>	<b>Noun for the person</b>
<b>hotdesking</b>	to hotdesk	a hotdesker
<b>telecommuting</b>	to telecommute	a telecommuter
<b>mobile working</b>	to mobile work	a mobile worker
<b>downsizing</b>	to downsize	XXXXXXXXXXXXXXXXXX

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## WORKSHEET 1

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You are going to listen to a short talk given by Professor David Crystal about language change and new developments in English.

### SPEAKING

**1. Discuss these questions with other students**

- a. Do you or have you had a job?
- b. These are words from the world of work. What do they mean?  
**schedule    boss    deadline    in-tray    memo**
- c. What duties do these jobs involve?  
**secretary    manager    teacher    delivery person**
- d. What is your ideal or dream job?

### VOCABULARY

**2. Match these words and phrases to their definitions**

- |                              |  |
|------------------------------|--|
| a. <b>commonplace</b>        | good, successful and useful                          |
| b. <b>to share something</b> | things being done                                    |
| c. <b>a rota system</b>      | typical or normal                                    |
| d. <b>resources</b>          | to let someone use something with you                |
| e. <b>effective</b>          | a way of organising when people work                 |
| f. <b>activity</b>           | things which you have, and they help and support you |

## LISTENING SECTION 1

**3. Now, listen to Professor Crystal talking about a new word that has come from the world of work. Answer these questions.**

- a. What is the word?
- b. What does the word describe?
  - i. a new piece of office technology
  - ii. a way people work by sharing the work space
  - iii. the internet operations of a company

**4. Listen again and decide if the following statements are true or false, according to Professor Crystal.**

- a. The word made a strong impression on Professor Crystal
- b. Professor Crystal understood the meaning of the word immediately
- c. The word is unusual these days
- d. When hotdesking, people still have their own desk
- e. Hotdesking means more desks are needed, but time is saved

## WORKSHEET 2

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### LISTENING SECTION 2

**5. What does the word ‘hot’ in ‘hotdesking’ suggest?**

- a. Anger and annoyance
- b. A lot of energy or activity making something hotter
- c. Fashionable or very modern
- d. A lot of variety or change

Listen to Section 2 of the talk and check your ideas. Were you correct?

**6. Are the following sentences true or false?**

- a. The word is very useful and successful
- b. In England, desks produce hot water vapour
- c. You can make a verb and another noun from ‘hotdesking’

Listen again to check your answers.

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## WORKSHEET 3 - EXTRA WORK

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### VOCABULARY

1. Look at the tape script and find words or phrases that mean the following.

- a. with a low level of frequency, not very often
- b. a place for work that has a computer
- c. things that developed from something else

### LANGUAGE

2. These are some more words that have come from the world of work. Match them to the definitions.

- a. **flexiworking** Working away from the main company office, using mobile phones and wireless technology to stay in contact
- b. **telecommuting** Working without fixed start and finish times
- c. **mobile working** Making a business smaller, often by reducing the number of employees
- d. **downsizing** Working from home, using telephone, fax and email to stay in contact with the main company office

3. Look at the word formation table below. Complete the table

Noun for activity/idea	Verb	Noun for the person
hotdesking	to hotdesk	A hotdesker
telecommuting		
mobile working		
downsizing		XXXXXXXXXXXXXXXXXXXX

4. What are the advantages and disadvantages of these working practices?

Write short paragraphs or discuss with a partner.