

Business English- Setting up a new office- Countable & Uncountable Roleplay Discussion

*You need to set up a totally new branch of your company with **20 members of staff** and the office which you have chosen is **totally empty**. Hold a meeting to decide what you will buy to put in it and how many/ much of each thing. **Start from the very beginning of the meeting** (greetings, small talk, etc) and continue **right until saying goodbye at the end**.*

- Bathroom supplies – (rolls of) toilet paper, (bottles of) toilet cleaner/ toilet bleach, (bars of/ bottles of) hand soap, hand towels, (packets of) paper towels
- Cash/ Money – coins, bills/ notes, change, petty cash
- Computer hardware – printers, servers, monitors, laptops, tablets, headsets, projectors, wifi, desktop computers/ PCs
- Crockery – plates, bowls, mugs, glasses
- Cutlery – spoons, forks, (disposable) chopsticks, bottle openers, corkscrews
- Decoration – pot plants, posters, pictures
- Electronics – CD players, mp3 player docks, digital voice recorders, calculators, copy machines/ photocopiers, shredders
- Emergency equipment/ Safety equipment – (boxes of) first aid/ first aid kits, fire extinguishers, smoke detectors
- Fixtures and fittings – hooks, noticeboards, bins/ trashcans/ wastepaper baskets, coat racks, bookshelves, cubicles, umbrella stands, whiteboards, curtains, blinds, sockets/ electrical outlets, partitions
- Food and drink – (cartons of) milk, (bottles of) mineral water, (sachets of) sugar, (sachet of) sweetener, (jar of/ sachet of) creamer, vending machines, drinks machines,
- Furniture – desks, cupboards, lockers, sofas, (swivel) chairs, armchairs, filing cabinets, safes, drawers
- Kitchen supplies – washing up brushes, bottle brushes, (bottles of) washing up liquid, (rolls of) cling film/ wrap, tea towels
- Lighting – desk lamps, fluorescent strips, LED bulbs, flashlights/ torches
- Software – apps, operating systems
- Stationery – (reams of/ boxes of/ sheets of) (A4/ A3) photocopy paper, (bottles of)

Tippex/ Whiteout/ correction fluid, ballpoint pens/ biros, toner, erasers, paper clips, thumbtacks/ drawing pins, (rolls of) Sellotape/ Scotch tape, automatic pencils/ mechanical pencils, hole punches, rulers, staplers, staples, pairs of scissors, guillotines, ring binders, date stamps, ink pads, (permanent/ whiteboard) markers, rubber bands, glue sticks, envelopes, Post Its, highlighter pens, sticky labels, stickers

- Telecommunications equipment – phones, mobile phones, answer machines, intercoms, mobile phone chargers, fax machines, video conference equipment
- White goods – fridges/ cool boxes/ refrigerators, water coolers, kettles

Possible amounts to talk about

a couple (of)

a few/ a little

a lot (of)/ lots (of)

half a dozen

not many/ not much

quite a lot (of)

a dozen

a huge number/ amount (of)

a/ an

no

one or two

some

Can you find anything above which you don't need or can do without?

Ask about any words above which you don't fully understand.

Without looking above, add “some” and “+s” to any of the words below which can take “s” (because they’re countable) and just “some” to the others (because they’re uncountable).

app
automatic pencil/ mechanical pencil
ballpoint pen/ biro
bin/ wastepaper basket
calculator
cash/ money
change
(disposable) chopstick
cling film/ wrap
copy machine/ photocopier
corkscrew
crockery
cutlery
desk lamp
envelope
equipment
filing cabinet
first aid
furniture
hand soap
hardware
hole punch
intercom
laptop
lighting
milk
mineral water
paper clip
Post It note
rubber band
Sellotape/ Scotch tape
socket/ electrical outlet
software
stapler
stationery
sugar
Tippex/ Whiteout/ correction fluid
toilet cleaner/ toilet bleach
vending machine
washing up liquid

Hints: There should be the same number of each/ General categories, liquids and powders are often uncountable

Add words such as “boxes of...” to the front of all the others (the ones without +s) to make them countable.

Check your answers with the first worksheet.

Put the “possible amounts to talk about” words above into order of size with the countable and uncountable nouns and “+s” when needed in the spaces given below, e.g. “some paper” in the middle of the right-hand column. Note that some can go in both columns.

	+ countable (+ mug/ mugs etc)	+ uncountable (+ milk etc)
big		
small		

Can you add any more similar expressions?