

Sadie's Big Day at the Office

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Summary

Pages 1–7: Mr. and Mrs. Meyer are the bosses of a company. They arrive at work and tell the doorman, Jeff, that the day is going to be a big day for the office. They can't say why because it is a secret. All they can say is that they want happy people in the office. The office workers start arriving for the day's work. All of them are perplexed as to what Jeff is talking about. Sadie arrives late and Jeff tells her it is not going to be a good day. Sadie is as confused as the rest of the team. He then informs the bosses that Sadie was late for work.

Pages 8–14: Everybody wants to know why today is going to be a big day. There is the possibility that a famous person is visiting the office. In the cafeteria, Alvin and Liz listen to their bosses' conversation and pass the information down the line. As the information is passed from person to person the original message gets jumbled up and the result is that they all think Sadie, their team leader, is going to leave the office and they are upset. Later, the bosses ask for a meeting. Before they can speak, the workers give their support for Sadie and say they will leave if she goes. The bosses don't understand. They then announce that everybody is to get a pay raise and a vacation. Everyone is happy.

Background and themes

Office politics: The book is about the gossip and misunderstandings that occur in a typical office. Jeff, probably the least senior employee, starts a rumor that Sadie is going to get fired and the others believe him. Turns out, the bosses have only good news for the workers.

Discussion activities

Pages 1–7

While reading (p. 4, after "She's sometimes late in the morning because she works late in the evening!")

1 Role play: Put the students in pairs and tell them they are going to act out a conversation between Jeff and Dylan. Jeff says bad things about Sadie and Dylan says good things. See discussion activities key for an example start.

After reading

2 Write and guess: Write Mrs. Meyer's says "We want quiet workers here." on the board. Elicit which word is wrong from the students (happy not quiet). Now students choose a sentence from pages 1–7 and rewrite it changing one word. Students walk around the classroom, reading out their sentences and the other students have to identify and correct the mistake.

Pages 8–14

After reading

3 Write: Put the students in pairs. Tell them there are fourteen words in pages 8–14 that are adjectives. Tell them to find the words as quickly as they can. Then put the words on the board and tell each pair of students to choose two of the words and make two sentences with them. The students then read out their sentences to the class.

4 Describe and draw: Students work in pairs. Student A chooses one of the drawings in the book and describes the scene to Student B. Student B tries to draw the picture from Student A's description. Then they reverse roles. How accurate are the pictures?

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Photocopiable

While reading
Pages 1–7

- 1 Are these sentences right (✓) or wrong (X)?
- a The people arrive at the office at half past nine.
 - b Mrs. Meyer's first name is Gladys.
 - c The people in the office don't understand Jeff.
 - d Dylan is sometimes late.
 - e The day before, Sadie worked very late.
 - f Mia doesn't like Sadie's new dress.

2 Underline the wrong word and put the right one.

- a The bosses want interesting people in the office.
.....
- b Jim works in a noisy office.
.....
- c Sadie arrives early at the office.
.....
- d Jeff talks very quickly to Mrs. Meyer.
.....
- e The people in the office are angry.
.....
- f Sadie's dress was very short.
.....

3 Put the underlined letters in the right place to make a word.

- a Jeff has a big emlsj on his face.
- b The bosses want happy koswerr in the office.
- c Jim's office is iedbhn Mr. and Mrs. Meyer's office.
- d Jeff can't answer Liz's tunqosei
- e The people in the office are going to have a big pseirurs
- f Mia likes the rlcoo of Sadie's dress.

4 Put a word on the left with a word on the right

- | | |
|----------|---------------|
| arrive | slowly |
| have a | about |
| answer a | down |
| work | an office |
| go into | at work |
| call on | question |
| sit | nice day |
| talk | the telephone |

Pages 8–14

5 Put the words in the right place to make a sentence.

- a person Mr. Ellis a isn't famous
.....
- b bosses behind is Alvin standing the
.....
- c team Sadie good is leader a
.....
- d quick The want bosses meeting a
.....
- e a Sadie work lot of does
.....
- f happy The smiles workers big have
.....

6 Circle the wrong word in the sentences.

- a There is going to be a meeting across about vacations.
- b Mr. Ellis is on in the phone.
- c There is a long line of people to in the cafeteria.
- d Mrs. Meyer wants to meet with for the office workers.
- e Joe can work on out Sadie's team.
- f It was a very big day of at the office.

7 Finish the story with the right words.

quiet meeting pay line famous listen

The office workers want a meeting about (a) because they want a raise. And they think that a (b) person is coming to the office. In the cafeteria, the workers see Mr. and Mrs. Meyer at the front of a (c) Alvin wants the workers to be (d) because he is going to (e) to the bosses to hear what they are saying. Later, the bosses have a (f) to tell the workers some good news.

8 Answer the questions.

- a Who telephones Mia at the office?
.....
- b Where is there a long line of people?
.....
- c Who is at the back of the line?
.....
- d What does Mrs. Meyer want to talk about?
.....
- e Which new person can work with Sadie?
.....
- f What do Mr. and Mrs. Meyer want to say to the team?
.....

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1 Put the right answers (1–10) with the questions.

- a What time do the workers start work?
- b Where do the bosses go after they talk to Jeff?
- c Which country does Dylan think Sadie and Joe are going to?
- d Who does Jeff talk to on the telephone?
- e What do the workers want a meeting about?
- f In the meeting, what do the bosses want to say to the team?
- g Who works late in the evening?
- h Who talks to Mia on the telephone?
- i When does Mrs. Meyer want to meet the workers?
- j Who likes the color of Sadie's dress?
- 1) Sadie.
2) Joe Ellis.
3) Mia.
4) Late in the afternoon.
5) They go into their office.
6) Sudan.
7) At nine o'clock.
8) Thank you.
9) Pay and vacations.
10) Mrs. Meyers.

2 Finish the story with the right word or words.

difficult vacation cafeteria late meeting
smiles office boss workers surprise

John and ten other (a) arrive at their (b) at eight o'clock. But Mary arrives at a quarter past eight. She is always (c) Mr. Goldwyn is a very important person in the building. All the people work for him because he is the (d) Today is going to be a (e) day because they have a lot of work to do. At one o'clock, Mary goes to the (f) to have a coffee and to eat. She meets Mr. Goldwyn. He has a (g) for the people and he is going to tell them in a (h) in the afternoon. Later in the afternoon, he says he wants people with happy (i) on their faces at work. He is going to give all the people a (j) for one week.

3 Are these sentences right (✓) or wrong (X)?

- a All the workers arrive at the office at ten past nine.
b Mr. Meyer wants Jeff to talk to people about the big day.
c Mia works in a big office.
d Sadie arrived home at eleven o'clock the evening before.
e Sadie is a slow worker.
f Jeff tells Mr. Meyer that Sadie is late.
g There is a long line of people in the office.
h The workers listen to Mr. and Mrs. Meyer in the cafeteria.
i The workers think that Sadie is going from the office.
j The bosses are smiling before the meeting.

4 Circle the wrong word in the sentences.

- a In the morning, people are arrived arriving at the office.
b It are is going to be an important day.
c The office workers don't doesn't understand Jeff.
d Jeff talks to Mrs. Meyer very quiet quietly on the telephone.
e There is a an important meeting in the office.
f Liz and Alvin are listen listening to the bosses.
g Sadie is gone going to the moon.
h The workers want Sadie to staying stay.
i The bosses would liked like a meeting.
j Sadie is going to meet meeting Joe Ellis.

5 What is first in the book? Number the sentences, 1–10.

- a Jeff tells Jim it's going to be a big day.
b The workers talk about Sadie's new dress.
c The workers are in a line in the cafeteria.
d Jeff tells Mrs. Meyer that Sadie is late.
e There is a meeting in the office.
f The bosses arrive at the office.
g Mrs. Meyers says Joe can work on the team.
h The workers don't understand the bosses in the cafeteria.
i Joe Ellis telephones the office.
j Sadie arrives late at the office.

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Book key

- 1 Open answers
- 2 a It is nine o'clock.
b The same office is shown two times.
c There are seven people.
- 3 a Jeff b Mr. and Mrs. Meyer c Jim d Mia
e Liz, Alvin, Kurt f Ann g Dylan h Sadie
- 4 bad, difficult, important, long
- 5–6 Open answers
- 7 a They are in the cafeteria.
b They are going to eat.
- 8 a Dylan b Jim c Ann d Sadie e Alvin
f Mrs. Meyer g Jeff h Sadie
- 9 a late, eight, Kate, wait
b meet, street, feet
c afternoon, moon, June, soon
d idea, Mia, Maria, Korea
- 10 a right b right c right d wrong
- 11 Open answers

Discussion activities key

- 1 Jeff: Sadie is not a nice person.
Dylan: She is a nice person. She is always happy.
J: Not always. And she is late.
D: No, she ...
- 2 Open answers
- 3 Adjectives: famous, big, important, difficult, long, bad,
good, late, blue, slow, quick, smart, new, happy
- 4 Open answers

Activity worksheet key

- 1 a b c d e f
- 2 a interesting–happy
b noisy–big
c early–late
d quickly–quietly
e angry–puzzled/unhappy
f short–expensive
- 3 a smile b workers c behind d question
e surprise f color

- 4 arrive–at work
have a–nice day
answer a–question
work–slowly
go into–an office
call on–the telephone
sit–down
talk–about
- 5 a Mr. Ellis isn't a famous person.
b Alvin is standing behind the bosses.
c Sadie is a good team leader.
d The bosses want a quick meeting.
e Sadie does a lot of work.
f The happy workers have big smiles.
- 6 a across b in c to d for e out f of
- 7 a pay b famous c line d quiet e listen
f meeting
- 8 a Joe Ellis telephones Mia.
b There is a long line of people in the cafeteria.
c Sadie is at the back of the line
d She wants to talk about her idea/plan.
e Joe Ellis can work with Sadie.
f They want to say thank you to the team.

Progress test key

- 1 a 7 b 5 c 6 d 10 e 9 f 8 g 1 h 2
i 4 j 3
- 2 a workers b office c late d boss e difficult
f cafeteria g surprise h meeting i smiles
j vacation
- 3 a b c d e f g h
i j
- 4 a arrived b are c doesn't d quiet e a f listen
g gone h staying i liked j meeting
- 5 a 2 b 5 c 7 d 4 e 9 f 1 g 10 h 8
i 6 j 3