

The Great Office Coffee Run

Cafés and Coffee Shops

PART 01 Warm-Up Activity

- How often do you go to coffee shops?
- What is your "usual" order? Do you have any specific preferences (milk type, temperature, size)?
- Have you ever had to buy drinks for a large group of people? Was it difficult to remember everyone's order?

PART 02 The Scenario

You are working in a busy office. It is Friday afternoon, and your team is tired. One person has volunteered to go to the local café, "The Daily Grind," to get drinks and snacks for everyone. However, the team members are very picky about their orders.

The Menu:

- **Drinks:** Espresso, Americano, Latte (Skinny/Full fat), Flat White (Almond/Soy/Dairy), Cappuccino, Orange Juice, Iced Coffee.
- **Food:** Vegan Sandwiches, Croissants (Plain/Chocolate), Blueberry Muffins.
- **Options:** To have in or take away? Toasted or cold? Regular or large?

THE TASK & GOAL

Successfully place a complex group order and ensure everyone gets exactly what they asked for.

1. Discuss the preferences of the group and write down a final list.
2. Roleplay the interaction at the café counter.
3. Check the "receipt" (the notes) against the items delivered to ensure no mistakes were made.

ROLES & PERSPECTIVES

A: THE BARISTA

You work at "The Daily Grind." You are professional but very busy. You must ask about sizes, milk types, loyalty cards, and whether food should be toasted. You should also mention if the café is out of one item (e.g., no more blueberry muffins).

B: THE OFFICE RUNNER

You have a list of four different orders from your colleagues. You must communicate these clearly to the barista. You have your own loyalty card and need a carrier tray for the drinks.

REFERENCE Useful Language

ORDERING & REQUESTS	CLARIFYING DETAILS	SERVICE PHRASES
I'd like to order...	Is that with almond milk?	To have in or take away?
Could I have a skinny...?	Did you say regular or large?	Would you like that toasted?
I'll take a [item] to go.	This sandwich is vegan, right?	Have you got a loyalty card?

PLANNING & NOTES

Plan your dialogue here

PART 03 Reflection

1. What was the hardest part of the order to remember or communicate?
2. How did you handle the situation when the café was out of an item?

The Great Office Coffee Run

Target language practice.

⌚ TIME

30 MINS

📋 OBJECTIVE

To practice complex ordering, clarifying preferences, and using polite functional language in a service industry context.

🎓 GRAMMAR FOCUS

POLITE REQUESTS AND CLARIFICATION

- Could I have a skinny latte?
- Would you like that toasted?
- I'd love a flat white with almond milk, please.

📁 KEY VOCABULARY

TO TAKE AWAY

SKINNY LATTE

LOYALTY CARD

TOASTED

REFILL

Procedure

1. **Warmer (5 mins):** Use the questions to get students thinking about their own coffee habits. Write "The Usual" on the board and explain it means the drink you always order.
2. **The Task (15 mins):**
 - Split students into pairs.
 - Give them 2-3 minutes to prepare. Student B should quickly invent two more "colleague orders" to make the task more challenging.
 - During the roleplay, monitor for the use of the target vocabulary from the source text (e.g., "to have in or take away").
3. **Feedback (10 mins):** Ask a few "Runners" if they got the order right. Highlight good examples of "clarifying" (e.g., "Sorry, was that soy or almond?"). Correct any common errors with "Could I have..." vs "I want...".