

TEACHER'S GUIDE · EVERYDAY ENGLISH

Coffee break English: how to order in a café

LEVEL
A1 · Beginner

TIME
60 min

SKILLS
Reading · Speaking · Functions · Vocabulary

Learning objectives

In this lesson, you can:

- read a real café menu and find prices and opening hours
- order food and drinks politely
- understand and say prices in pounds and pence
- talk about your breaks at work

Key vocabulary

menu · opening hours · closed · latte · panini · add · price · take away · eat in · please

Materials

- this worksheet
- menu: *Museum Café – January 2026* (North Hertfordshire Museum, UK)

1 Warm up

SPEAKING

Look at the pictures. What can you see? How are the pictures connected? Then answer the questions with your teacher.



PICTURE A · a barista



PICTURE B · coffee beans



PICTURE C · coffee and cake



PICTURE D · the coffee region

1. What do you drink in the morning? How many cups?
2. What drinks and snacks are there in your office?
3. Why is coffee important in your country? Give an example.

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2 Vocabulary preparation

VOCABULARY

Part A: Match the words with the definitions.

panini (n) · closed (adj) · menu (n) · add (v) · latte (n) · opening hours (n)

1. _____ a list of food and drinks with their prices
2. _____ the times when a shop or café is open
3. _____ not open
4. _____ a coffee with a lot of hot milk
5. _____ a hot sandwich, made with Italian bread
6. _____ to put one thing with another thing, for example milk in tea

Part B: Prices. Read the examples. Then write the prices in words.

Examples: £3.60 = *three pounds sixty* · 80p = *eighty pence*

1. £2.80 = _____
2. £1.75 = _____
3. 50p = _____
4. £6.50 = _____

3 Main input: read and learn

READING · FUNCTIONS

This is the real menu of a museum café in England. Open it and look at page 1 (opening hours), page 2 (drinks) and the "Panini" part of page 3.

MENU

Museum Café – January 2026
North Hertfordshire Museum (UK) · PDF menu · about 2 minutes to read · free
https://northhertsmuseum.org/wp-content/uploads/2026/03/Museum-Cafe-January-2026_v1.pdf

Look at the menu. Answer: How much is a cappuccino? Is the café open on Mondays?

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Language focus: ordering in a café

The café worker asks questions. The customer answers.

The café worker asks...	The customer can say...
Who's next?	Me! / I think I'm next.
What would you like?	A latte, please. / Can I have a green tea, please?
To eat in or take away?	To eat in, please. / Take away, please.
Anything else?	Yes, a ham panini, please. / No, thank you.
That's £9.60, please.	Here you are. / Can I pay by card?

Questions for the customer: *How much is a latte? – It's £3.60.* **Polite words:** *please, thank you, sorry, excuse me.*

Practice: Complete the conversation with the words in the box.

take away | here you are | next | how much | please

Worker: Who's (1) _____ ?
Customer: Me. An americano, (2) _____ .
Worker: To eat in or (3) _____ ?
Customer: To eat in. And (4) _____ is a hot chocolate?
Worker: It's £3.20. So, that's £6.00, please.
Customer: (5) _____ .

4 Reading comprehension

READING

Part A: Look at the menu again. Are the sentences true (T) or false (F)? Circle.

1. The café is open on Mondays. T / F
2. On Sundays, the café opens at 11 a.m. T / F
3. All the teas are the same price. T / F
4. A latte is cheaper than an americano. T / F
5. A hot chocolate is £3.20. T / F
6. Syrup in your coffee is free. T / F

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Part B: Your team orders this. Write the prices. Then write the total.

Order	Price
a cappuccino	
a green tea	
a juice carton	
a ham melt (panini)	
Total	

Part C: Think and answer.

1. You have £5. Which two drinks can you buy? Write them and the prices.

2. Your colleague doesn't drink coffee. What can he or she order? Write two ideas.

3. Your turn: write your order from this menu (a drink and food) and the price.

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5 Speaking practice and discussion

SPEAKING

Part A: Choose TWO cue cards. Talk about each card with your teacher for 1–2 minutes.

Cue card 1: Coffee in my country

- Famous coffee
- Popular coffee drinks
- Where people drink coffee

Cue card 2: My break at work

- What time?
- Who with?
- What do I eat and drink?

Cue card 3: Tea or coffee?

- My favourite hot drink
- With milk? With sugar?
- How many cups a day?

Cue card 4: The perfect café

- Where is it?
- What is on the menu?
- The music and the people

Cue card 5: Healthy snacks

- Fruit, nuts or cake?
- Snacks at my office
- One snack I love

Part B: Answer the questions with your teacher. Give reasons and examples.

1. What do you usually order in a café, and why?
2. Describe your break at work: when is it, and what do you do?
3. What is your favourite café like? Describe it.
4. How much is a coffee in your city? Is it cheap or expensive for you? Why?
5. Why are short breaks important for people at work? Give your opinion.

6 Lesson takeaway and wrap-up

REVIEW

Complete the sentences. Then tell your teacher.

1. Three useful café phrases: _____
2. One fact from the menu: _____
3. My order: "A _____ , please. To _____ ."
4. Next time in a café, I can say: _____

Takeaway: Before you order, read the menu: check the opening hours and the prices. Then order with short, polite phrases: "A latte, please. To take away."

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+ Optional extension / homework

WRITING

Write 40–60 words with the title "My coffee break". Use: *I usually have... / I like... because... / In my break, I...*

Alternative activity:

Make a menu for a new café in your office: a name, opening hours, five drinks, three snacks and the prices. Present your menu to your teacher in the next class and order something from it.

References

North Hertfordshire Museum. (2026). *Museum café menu: January 2026* [Menu]. https://northhertsmuseum.org/wp-content/uploads/2026/03/Museum-Cafe-January-2026_v1.pdf

Original materials: vocabulary, functional language examples and exercises were written for NATeacher for A1 learners.

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Teacher's guide

Learning objectives. By the end of the lesson, the student can: find prices and opening hours in a real café menu; order food and drinks politely; understand and say prices; talk about their breaks at work.
Total time: approx. 60 minutes — Warm up 6 · Vocabulary 7 · Main input 10 · Comprehension 14 · Speaking 18 · Wrap-up 5. The extension is optional homework.

▶. Main input: about the resource

Resource: *Museum Café – January 2026*, North Hertfordshire Museum (a public museum in England). 4-page PDF; free; no login. https://northhertsmuseum.org/wp-content/uploads/2026/03/Museum-Cafe-January-2026_v1.pdf

What to read: page 1 (opening hours), page 2 (drinks) and the "Panini" box on page 3 — about 2 minutes. Prices can change in the future: check them before class.

Key information: Opening hours: Tuesday–Saturday 10.30am–3.30pm; Sunday 11am–2pm; closed Mondays. Coffee: americano £2.80; latte, flat white, cappuccino £3.60; mocha £3.80; iced coffee £4.00. All teas £2.50. Hot chocolate £3.20; canned drinks £1.80; juice carton £1.75; add syrup 80p; add alternative milk 50p. Panini: most £6.00 (e.g. ham melt), bacon and brie £6.50, BBQ pulled pork £7.00.

1. Warm up

6 mins.

Show the pictures and elicit words (*barista, beans, cake, mountains*). Ask the questions. For Colombian students, Picture D is a good link to the coffee region.

Possible answer for the pictures: "They are about coffee: where it grows, the beans, the barista and a coffee with cake."
Support: give model sentences ("I drink two cups of coffee."). **Challenge:** ask the student to describe how coffee goes from the farm to the cup.

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2. Vocabulary preparation

7 mins.

The student matches the words (Part A) and writes the prices (Part B). Say the prices aloud and ask the student to repeat.

Part A

1. menu
2. opening hours
3. closed
4. latte
5. panini
6. add

Part B

1. two pounds eighty 2. one pound seventy-five 3. fifty pence (or "fifty p") 4. six pounds fifty

British and American English: British *take away* = American *to go*; British *crisps* = American *chips*. In the UK people often say *p* for pence: "eighty p". *Panini* is used for one sandwich in English (in Italian it is plural). All are correct.

3. Main input: read and learn

10 mins.

Open the PDF on screen. The student scans the menu for the two gist questions. **Answers:** a cappuccino is £3.60; no, it is closed on Mondays. Then go through the table in 1–2 minutes and practise the questions and answers aloud.

Practice

1. next
2. please
3. take away
4. how much
5. Here you are

Common mistakes: "I want a coffee" (can sound direct) → "Can I have / I'd like a coffee, **please**?"; "How much costs a latte?" → "How much **is** a latte?"; "Two pound eighty" → "Two pound**s** eighty".

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4. Reading comprehension

14 mins.

The student works alone with the menu. Check together and ask the student to point to the information.

Part A

1. F (closed Mondays)
2. T
3. T (£2.50)
4. F (latte £3.60, americano £2.80)
5. T
6. F (80p)

Part B

cappuccino – £3.60
green tea – £2.50
juice carton – £1.75
ham melt – £6.00

Total – £13.85

Part C (model answers)

1. Many correct answers, e.g. an americano (£2.80) and a juice carton (£1.75) = £4.55; or two teas (£5.00). 2. Tea, hot chocolate, a juice carton or a canned drink. 3. e.g. "A flat white and a tuna melt, please. That's £9.60."

Accept: any combination that is correct with the menu prices. **Support:** do the first item of Part B together. **Challenge:** the student role-plays the order with you, and you play the café worker.

5. Speaking practice and discussion

18 mins (cue cards 6 · questions 12).

The student chooses two cards and speaks for 1–2 minutes on each. Then ask the five questions one by one and ask follow-up questions: "Why?", "How much?", "Who with?"

Model answer (Q2): "My break is at ten o'clock. I have a tinto with my colleagues and we talk about football."
Evaluate: polite language; prices and times; answers longer than one sentence; a reason with *because*.
Correction: note mistakes and correct 2–3 at the end; recast politely ("Ah, you'd like a coffee!") instead of stopping the student.

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6. Lesson takeaway and wrap-up

5 mins.

The student completes the sentences and says them aloud. Finish with a quick role-play: you are the café worker, the student orders from the menu.

Possible answers: "Who's next? / To eat in or take away? / How much is a latte?"; "The café is closed on Mondays."; "A latte, please. To take away."

+. Optional extension / homework

Check: 40–60 words; present simple; food and drink words; a reason with *because*. For the menu: names, opening hours, prices, and polite ordering in the next class.

✓. Did the student reach the objectives?

- Can the student find prices and opening hours in the menu quickly?
- Can the student order a drink and food politely without help?
- Can the student say prices in pounds and pence?
- Can the student describe their break at work in 3–4 sentences?

✓. Resource verification log

Resource	Institution / URL	Type · length	Checks (21 Oct 2026)	Result
Museum Café – January 2026 (menu)	North Hertfordshire Museum (UK public museum) https://northhertsmuseum.org/wp-content/uploads/2026/03/Museum-Cafe-January-2026_v1.pdf	PDF menu · 4 pages; pages 1–3 used (about 2 min)	PDF opens and content matches; prices checked on 21 Oct 2026; free, no login; suitable for A1; not a language school (no competition conflict)	**Approved**

Photos: credits listed in the references (Unsplash). No image links are included in the worksheet.

References

North Hertfordshire Museum. (2026). *Museum café menu: January 2026* [Menu]. https://northhertsmuseum.org/wp-content/uploads/2026/03/Museum-Cafe-January-2026_v1.pdf

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