



UNIT 12.2

FURTHER PRACTICE



3. Writing

Paula Hart has an appointment with a customer on the day that the furniture arrives in her new office. Write a note from Paula to the Office Services Department to say whether to put each item of furniture. Use your plan from Task 2 to help you.

Hi,

I'm with a customer today. Here are instructions about where to put the furniture:

- Put the desk opposite the door.
- Put the printer under the desk.

.....
.....
.....

Thank you!

Paula

4. Choose the correct words and below to complete the text.

People work in many different types of offices. Many workers (1) an office with one or more people. In a survey, 25 percent of workers say that it's a problem when colleagues in their office (2).....their office equipment and stationery. In some offices, employees share a desk. Claire Woods says, 'I share a desk and it isn't a problem. My colleague and I agree to keep the desk clean and (3).....'. 20 percent of workers say that they prefer to work in an (4).....plan office because it's useful to talk to other employees about work. The survey shows that 35 percent of managers prefer not to share an office. Their employees agree: 65 percent of staff don't want to have a desk (5).....their boss.

- | | | | |
|-------------|---------|------------|----------|
| 1. a. work | b. give | c. share | d. keep |
| 2. a. buy | b. use | c. have | d. find |
| 3. a. small | b. big | c. untidy | d. tidy |
| 4. a. in | b. off | c. open | d. close |
| 5. a. near | b. on | c. between | d. under |





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5. Write these sentences in different ways using the prompts provided as in example.

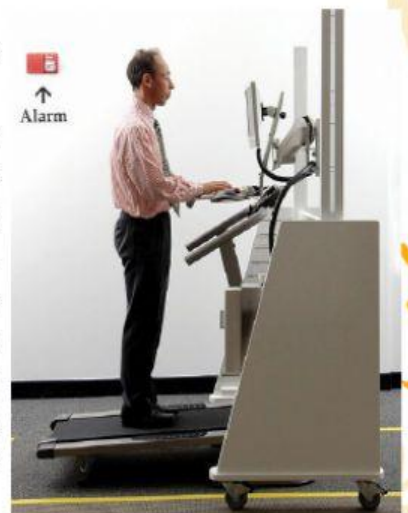
1. I don't earn enough. → My salary is too low.
2. My office isn't large enough. → I don't have
3. She is too busy to see you. → She has
4. He was too tense at the interview. → He wasn't
5. He wasn't young enough. → He
6. My computer is too slow. → It doesn't have
7. He made too many mistakes. → His English
8. He laughs too much. → He

6. Read the article below and decide whether these statements are true or false.

The workout you can do at work

Workers can lose weight by walking at their work

Obesity experts have designed a 'vertical workstation' treadmill that allows the overweight to exercise on a treadmill without leaving the comfort of their desks. A 'vertical workstation' is a machine designed by experts. It allows workers to exercise without leaving their desks. The 'vertical workstation' is a high desk. It has a place for a computer and keyboard. Under the desk is a treadmill. The desk is made of steel and plastic. It also contains space for pens, papers and flower vases. Office workers who find it hard to visit the gym can exercise as they work. They simply get on the treadmill and type while they walk. When workers don't want to use the treadmill, they can use the desk with a normal office chair. Men and women who use the machine use three times more energy than they use when they sit at a desk. The desk's designers, from the Mayo Clinic in New York, say that people who use it for just three hours a day can lose up to 25 kilos in a year.



1. The 'vertical workstation' helps employees to exercise before they work.
2. It's possible to put a computer and a shredder on the desk.
3. It's useful for people who find it difficult to go to the gym.
4. It's impossible to use the desk with a chair.
5. People use more energy with the machine than with a normal desk.

