

Unit 2. ADAPTING TO A NEW ENVIRONMENT

EXERCISE ONE: Match the two columns



1. hole punch

2. ring binder

3. stapler

4. notice board

5. tape dispenser

6. level arch file

EXERCISE TWO:

Read the text and choose for each statement whether it is **True** or **False**

On the first of November, Maria arrived at her office earlier than 9.00 a.m. As she had no work to do just then, she looked round the room trying to adapt herself to the new environment. Her manager's desk was a large one, on which there were two telephones, an inter-com, an in-tray for incoming letters and an out-tray for letters to go to the post. There were also some pencils, an ashtray, pens, fountain pens, a ruler, a stapler, a punch, some stamps, a small box of paper-clips, elastic bands and three or four files containing papers which were to be examined.

In a corner of the room there was the secretary's desk with a typewriter on it and a dictating machine or "dictaphone" into which Mr Yianniotis would speak the answers to the letters. In this way, they would be recorded and could be played back later and typed by his secretary. A thin wire led to a small earphone which was going to be plugged into the secretary's ear when she would be typing.

By the side of the typewriter there was a tray with stationery, such as writing pads, sheets with the EX-EN Ltd. letter-heading, continuation sheets for letters which need more than one pages, copy papers, carbon papers, envelopes in various sizes, window envelopes, memo note-papers, and a bottle of correcting fluid.

It was 8.55 a.m. While Maria was looking at her watch, the door opened. Mr Yianniotis entered the room. "Good morning, Miss Petrou", he said. "Let me show you round the departments to introduce you to your colleagues".

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|---|------|-------|
| 1. Maria arrived on time on the first day of work | TRUE | FALSE |
| 2. Her desk was in the manager's office. | TRUE | FALSE |
| 3. Letters to be posted go in the out-tray. | TRUE | FALSE |
| 4. All the stationery was on the manager's desk. | TRUE | FALSE |
| 5. Mr. Yanniotis gave her a tour of the company. | TRUE | FALSE |