Instructions: Listen to the audio of the video and choose the option that better match to the listening exercise.
https://www.youtube.com/watch?time_continue=151&v=gjL6d78O_I0&feature=emb_logo

Ergonomic for computer user

When setting up an (ergonomic / ergomic)workstation the first thing that you want to look at is your computer setup.

Computer set up

your computer (should / shouldn´t) be located directly in front of you so you do not have to turn your head or body to look at the screen you want your monitor to be an arm's length away from you because any further can create eye strained when looking at the monitor your eyes (shouldn´t / should) naturally rest at the top one third of the screen if they are not then adjust the monitor height.

Key board and mouse

Using a keyboard tray is helpful because it allows for proper positioning of your (should/ shoulders) and hands when typing when using the keyboard and mouse you want to make (sure / should) that your (shoulders / shouldn´t) are relaxed your elbows are resting close to your body and at a 90 degree angle and your wrist should be in a neutral or straight position when you are typing use light keystrokes and remember to keep your wrist straight you don't want them to be bent up or down or side to side people tend to plant their wrists on the wrist rest and then type you do not want to do that keep those wrists straight when typing the mouse (should / shoulder) be positioned right next to the keyboard so you don't have to extend your reach to use it don't grip the mouse too tightly use a light touch don't rely on the small muscles of your hand to move the mouse instead use your elbow and (shoulder / shouldn´t) to move the mouse.

Your chair

your (chair / share) should have five legs and be adjustable you (shouldn't / should) be sitting on the edge of your chair and having to use your back muscles to support you lean back into the chair and let the (share / chairs) backrest do the work for you if you have armrests on your chair do not lean on the armrests keep your (shoulders/shouldn´t) relaxed when you sit do not wrap your feet around the base of the (chair/share) your feet (should/ shouldn´t) be flat on the floor or flat on a footrest if they are not adjust the height of your (chair / share) so your feet are supported be careful that the chair isn't putting pressure on the back of your knees or thighs.

Your work station

You want to get as close to your workstation as possible and keep whatever you will be using frequently throughout the day within an easy reach if you'll be using the telephone or stapler bring them close to you if you're going to be talking on the phone it's also good to use a headset so that you're not using your (shoulder / shouldn´t) to cradle the phone against your ear if you're going to be referencing documents are doing a lot of reading or writing a task lamp can be helpful to avoid eye strain you just want to bring the task lamp down and put the light right over your work.

Stretching

It is also important when working at your computer all day long that you take stretch breaks and eye rest breaks every 15 minutes make a small adjustment in your position do some light stretching and look away from the monitor and rest your eyes for a few moments then every hour or so make a larger adjustment so we recommend that people get up and walk around for a few minutes talk to their colleagues go to the bathroom or get a drink of water those are my tips for setting up an ergonomic (workstation / station)