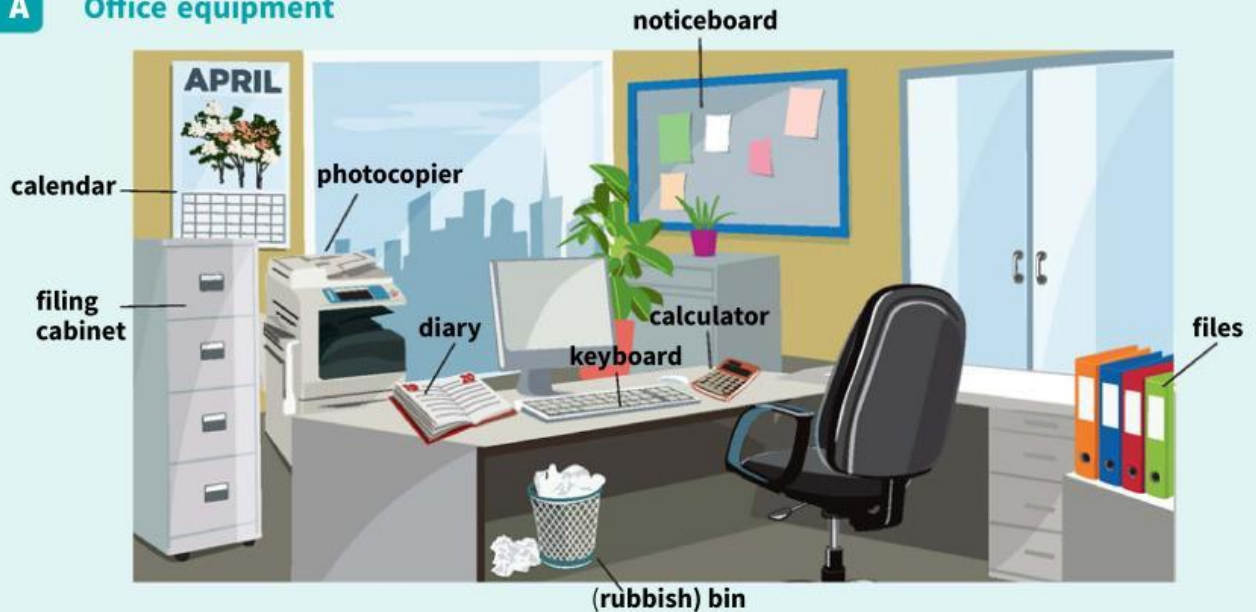


A Office equipment



B Office work

Josh works for a company which **produces**¹ furniture. He doesn't work in the factory where the furniture is produced, but in the offices across the road.

His job **involves**² quite a lot of **paperwork**³. He **types**⁴ letters to different companies, sends out **invoices**⁵ to customers and sends emails.

He also has to **arrange**⁶ visits to other companies, **make appointments**⁷ for his boss, and sometimes he **shows** visitors **round** the factory. Occasionally he has to **attend**⁸ meetings with his boss, but one of Josh's most important tasks is to **organise**⁹ the office party every year.

¹ makes

² includes doing

³ work that uses paper, e.g. reports, forms

⁴ writes using a keyboard

⁵ documents showing how much the customer has to pay

⁶ plan and prepare

⁷ arrange a time when you meet someone

⁸ go to; *fml*

⁹ plan and arrange

Language help

verb	noun	verb	noun
arrange	arrangement	attend	attendance
organise	organisation	produce	production

C Office problems

Josh is having a bad day today. The photocopier has **broken down**¹, the computer **isn't working** and the printer has **run out of**² paper. On top of that, two of his **colleagues**³ are **absent**⁴, just when there is **loads of**⁵ work to do.

¹ stopped working

² has no more

³ people you work with

⁴ not in the office; *syn off*

⁵ lots of; *infml*

Exercises

38.1 Finish the noun in each sentence.

- 1 I've just got myself a new *key* board.
- 2 I threw all that stuff in the *rubbish*.
- 3 He put most of the stuff in the *filing*.
- 4 It's a very boring job and I spend most of my time doing general *paper*.
- 5 I told him to put the details on the *notice*.

38.2 Which words are being defined?

- 1 The place where you throw away paper you don't want. bin
- 2 People you work with.
- 3 Something you put on a wall which tells you the date.
- 4 A book where you write down appointments and things you have to do.
- 5 A piece of paper which shows a customer what they have bought and what they must pay.
- 6 An electronic device that helps you to add up numbers and do maths.
- 7 An informal word meaning 'lots'.

38.3 Complete the dialogues.

- 1 A: What does the company do?
B: It produces electronic equipment.
- 2 A: I've to see the bank manager on Friday, but I think I'm going to be away.
B: OK. Do you want me to make another for you?
A: Yes, please. That would be great. Next Thursday or Friday, if possible.
- 3 A: Why can't we use the printer?
B: It's of ink.
- 4 A: Do you have to meetings?
B: Yes, sometimes, if my boss is away and he can't go.
- 5 A: We've got some visitors coming tomorrow.
B: Right. Would you like me to them the factory?
- 6 A: What does your work ?
B: Basically, I have to people's travel arrangements and hotel accommodation.

38.4 Rewrite the sentences using the words in capitals. Keep a similar meaning.

- | | |
|--|-------------------------------|
| 1 My boss isn't here today. OFF | My boss <u>is off today</u> . |
| 2 The photocopier is broken. WORK | The photocopier |
| 3 We're very busy today. LOADS | We |
| 4 I have to go to a meeting. ATTEND | I have to |
| 5 We don't have any more paper. RUN OUT | We |
| 6 Why isn't he here this morning? ABSENT | Why |

38.5 Over to you

Have you got a job? If so, are these statements true for you? If you haven't got a job, answer for someone you know.

- | | | |
|-------------------------|--------------------|----------------------------------|
| I do lots of paperwork. | I attend meetings. | I send loads of emails. |
| I organise events. | I type letters. | I show people round. |
| I use a photocopier. | I send invoices. | I repair things that break down. |