Lesson
26

WORDS TO LEARN

adjacent
collaboration
concentrate
conducive
disruption
hamper
inconsiderately
lobby
move up
open to
opt
scrutiny

Property and Departments

Study the following definitions and examples.

1. **adjacent** adj., next to
   a. My office is adjacent to the receptionist area on the third floor.
   b. The office manager found it very efficient to have the copier adjacent to the mail room.
2. **collaboration** n., the act of working with someone
   a. The manager had never seen such effective collaboration between two groups.
   b. We believe that it was our collaboration that enabled us to achieve such favorable results.
3. **concentrate** v., to focus; to think about
   a. In his quiet, corner office, the manager could finally concentrate and finish his work.
   b. We should concentrate our efforts on the last quarter of the year.
4. **conducive** adj., contributing to; leading to
   a. The new office arrangement is much more conducive to work than the dark, depressing space the company had before.
   b. Arranging chairs so that participants can see each other easily is conducive to open communication.
5. **disruption** n., interruption; disturbance
   a. If there are no disruptions, the office renovations will be finished this week.
   b. The strike caused a disruption in production at the factory.
6. **hamper** v., to impede or interfere
   a. When the weight of the freezing rain broke the telephone lines, the telemarketers' jobs were seriously hampered.
   b. The lack of supplies hampered our ability to finish on schedule.
7. **inconsiderately** adv., rudely; impolitely
   a. The manager inconsiderately scheduled the meeting for late Friday afternoon.
   b. Mr. Peterson inconsiderately disrupted the meeting by asking a lot of irrelevant questions.
8. **lobby** n., an anteroom, foyer, or waiting room
   a. The salesperson waited in the busy lobby for the buyer to see him.
   b. The reception area was moved from the lobby of the building to the third floor.
9. **move up** v., to advance, improve position
   a. As the employee moved up the corporate ladder, she never forgot where she started.
   b. In order to move up in the company, employees had to demonstrate their loyalty.
10. **open to** adj., receptive to; vulnerable
    a. What I valued most in my previous supervisor was that she was always open to ideas and suggestions.
    b. Since the junior executive was still on probation, he was open to much scrutiny and criticism.
11. **opt** v., to choose, to decide on
    a. The operations manager opted for the less expensive office design.
    b. If Mary opts to join that department, you will be working together.
12. **scrutiny** n., close, careful examination
    a. After a great deal of scrutiny, the manager decided that the employee's work had improved considerably.
    b. Jim left his old job because he found it difficult to work under the close scrutiny of his boss.

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WORDS IN CONTEXT

Read the following passage and write the words in the blanks below.

adjacent	conducive	inconsiderate	open to
collaboration	disruptive	lobby	opting
concentrate	hampered	move up	scrutinized

The layout of any office has an important influence on the atmosphere and operations in the company. The shipping department most likely will not be located next to the customer service department. The noise would be too (1) _____. Likewise, locating a kitchen (2) _____ to the (3) _____ would be (4) _____ for office visitors and clients. The marketing department is often situated close to the sales department due to their necessary (5) _____.

Employee productivity may be (6) _____ or improved by the arrangement of workers and departments. Employees vie for corner offices as they (7) _____ the corporate ladder. They want to be accessible to top management, but not so close that everything that they do is (8) _____. At the same time, many companies are (9) _____ for open work spaces versus traditional offices. Open spaces are more (10) _____ to team projects, where employees interact freely. However, some employees feel that such an environment makes it difficult to (11) _____. Employees know under which conditions they work the best. If employers are willing to listen and are (12) _____ suggestions, they can take advantage of office space and help employees to realize their full potential.

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WORD FAMILIES

verb	collaborate	If we collaborate on this project, you will be sure to receive credit.
noun	collaboration	Collaboration often brings about results that no one could have predicted.
adjective	collaborative	The new project is a collaborative effort among several departments.

verb	concentrate	Some people find it difficult to concentrate when there is a lot of noise and activity around them.
noun	concentration	The concentration of a large percentage of the company's funds in just a few areas left several departments underfunded.
adjective	concentrated	With some concentrated effort, we should be able to finish this work by the deadline.

verb	disrupt	Try not to disrupt the meeting being held in the sales department.
noun	disruption	I'm sorry for the disruption, but this phone call is very important.
adjective	disruptive	Having to temporarily move the offices proved to be very disruptive and sales decreased during that quarter.

noun	inconsiderateness	The inconsiderateness of many of the customers caused several employees to quit their jobs.
adjective	inconsiderate	Would it be inconsiderate to ask to use your office while you are away?
adverb	inconsiderately	John inconsiderately looked through his coworker's mail before putting it on his desk.

verb	opt	When we moved offices, I opted for the one without a window.
noun	option	Presented with several options, we chose the one that required the least amount of effort.
adjective	optional	Attendance at tomorrow's meeting is optional for the people working in this department.

verb	scrutinize	The auditor carefully scrutinized the financial records.
noun	scrutiny	Employees under constant scrutiny tend to perform worse than those employees who have more freedom.
adjective	inscrutable	You can never tell what she is thinking, since her facial expressions are inscrutable.

LIVEWORKSHEETS

WORD PRACTICE

LISTENING COMPREHENSION

CD2
Track 1



Part 1 Photo

Look at the picture and listen to the sentences. Choose the sentence that best describes the picture.

1. Ⓐ Ⓑ Ⓒ Ⓓ

Part 2 Question–Response

Listen to the question and the three responses. Choose the response that best answers the question.

2. Ⓐ Ⓑ Ⓒ

3. Ⓐ Ⓑ Ⓒ

Part 3 Conversation

Listen to the dialogue. Then read each question and choose the best answer.

4. What does the man think of the current lobby?
   (A) People conduct a lot of conversations there.
   (B) It's quite pleasant.
   (C) More people should use it.
   (D) It's not a good place for conversations.

5. What might be disruptive to the business?
   (A) Loud conversations in the lobby.
   (B) Remodeling work.
   (C) The need to scrutinize plans.
   (D) A heavy workload.

6. When will the new lobby be finished?
   (A) This afternoon.
   (B) In two weeks.
   (C) Next month.
   (D) In four months.

Part 4 Talk

Listen to the talk. Then read each question and choose the best answer.

7. What is this talk about?
   (A) How to encourage collaboration.
   (B) How to increase productivity.
   (C) How to concentrate.
   (D) How to design an office.

8. What is the problem with a large, open office?
   (A) It isn't conducive to collaboration.
   (B) It doesn't include options.
   (C) Work is easily disrupted.
   (D) It isn't adjacent to a lobby.

9. Why is it important to have a large work room?
   (A) To allow staff members to work together.
   (B) To maintain a high level of activity.
   (C) To increase concentration.
   (D) To have a more attractive design.

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READING

Part 5 Incomplete Sentences

Choose the word that best completes the sentence.

10. The data entry clerk is so accustomed to working by herself that I really doubt if she is capable of _____ on this project.
    (A) collaborated (C) collaborator
    (B) collaborating (D) collaborates

11. Sue always _____ so hard on her work that she forgets where she is.
    (A) concentrated (C) concentration
    (B) concentrates (D) concentrating

12. The constant flow of traffic by the researcher's desk proved to be very _____.
    (A) disruptive (C) disruption
    (B) disrupts (D) disrupted

13. The employee lounge is for everyone's enjoyment so please don't use it _____.
    (A) inconsiderate (C) inconsiderately
    (B) inconsiderateness (D) inconsideration

14. Some people always _____ for the easy way out.
    (A) opt (C) optional
    (B) option (D) options

15. After close _____ of the options, the managers chose an advertising company to do all the publicity for the new campaign.
    (A) scrutinize (C) scrutiny
    (B) scrutinizing (D) scrutable

Part 6 Text Completion

Notice

In order to maintain a professional office environment that is __16__ to work, all staff members are asked to observe the following guidelines.

- Be __17__ of your coworkers. When using an open work area, do not speak in loud voices or turn on radios.
- Our clients are important. Do not disrupt your coworkers when they are meeting with clients.
- Remember that the lobby is the first place our clients see when they enter the office. Please __18__ by doing your best to keep this area clean and neat.

16. (A) optional
    (B) conducive
    (C) inscrutable
    (D) collaborative

17. (A) consideration
    (B) considerately
    (C) considerate
    (D) consider

18. (A) can cooperate
    (B) to cooperate
    (C) cooperating
    (D) cooperate

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Part 7 Reading Comprehension

Questions 19–23 refer to the following memo.

Memo

To: All office staff
From: P. Windermere, Office Manager
Re: Parking situation

As you may be aware, starting next week, the parking garage will be closed for repairs to the upper level due to damage caused by the heavy rains last month. There will be no parking allowed on any level of the garage while the repairs are taking place, as parked cars may hamper the work. Cars parked in the garage will be towed at the owner's expense. While the garage is closed, you may opt to park on the street or in the lot adjacent to the building. Remember that it is a private lot and a fee will be charged. I realize that the parking options will be limited, and I am open to any suggestions for solutions to this parking situation that any of you may have. Unfortunately, the repair work will take more than a few weeks. We cannot expect the garage to open again until two months from now. In the meantime, I thank you for your cooperation.

19. Why will the garage be closed?
    (A) It needs repairs.
    (B) The fees are too high.
    (C) Its parking options are limited.
    (D) Street parking is better.

20. What will happen to cars that are parked in the garage?
    (A) They will be charged a fee.
    (B) They will be repaired.
    (C) They will be towed.
    (D) They will be used for work.

21. When will the garage reopen?
    (A) In a week.
    (B) In just a few weeks.
    (C) In a month.
    (D) In two months.

22. The word *hamper* in line 6 is closest in meaning to
    (A) allow
    (B) interfere
    (C) encourage
    (D) contribute

23. The word *adjacent* in line 9 is closest in meaning to
    (A) distant
    (B) underneath
    (C) next to
    (D) across from

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