Lesson
7

WORDS TO LEARN

affordable
as needed
be in charge of
capacity
durable
initiative
physically
provider
recur
reduction
stay on top of
stock

Office Technology

Study the following definitions and examples.

1. **affordable** adj., able to be paid for; not too expensive
   a. The company's first priority was to find an affordable phone system.
   b. Obviously, the computer systems that are affordable for a Fortune 500 company will not be affordable for a small company.
2. **as needed** adv., as necessary
   a. The courier service did not come every day, only as needed.
   b. The service contract states that repairs will be made on an as-needed basis.
3. **be in charge of** v., to be in control or command of
   a. He appointed someone to be in charge of maintaining a supply of paper in the fax machine.
   b. Your computer should not be in charge of you, rather you should be in charge of your computer.
4. **capacity** n., the ability to contain or hold; the maximum that something can hold or do
   a. The new conference room is much larger and has a capacity of one hundred people.
   b. The memory requirements of this software application exceed the capacity of our computers.
5. **durable** adj., sturdy, strong, lasting
   a. This printer is so durable that, with a little care, it will last another five years.
   b. These chairs are more durable than the first ones we looked at.
6. **initiative** n., the first step; an active role
   a. Employees are encouraged to take the initiative and share their ideas with management.
   b. Our technology initiative involves an exciting new database system and will help us revolutionize our customer service.
7. **physically** adv., with the senses; of the body
   a. The computer screen is making her physically sick.
   b. Physically moving your screen from one place on the desk to another can help reduce same-position-strain syndrome.
8. **provider** n., a supplier
   a. The department was extremely pleased with the service they received from the phone provider.
   b. As your health service provider, we want to make sure you are happy and satisfied with the service you are receiving.
9. **recur** v., to occur again or repeatedly
   a. The subject of decreasing sales recurs in each meeting, sometimes several times.
   b. The managers did not want that particular error to recur.
10. **reduction** n., a lessening; a decrease
    a. The outlet store gave a 20 percent reduction in the price of the shelves and bookcases.
    b. The reduction in office staff has made it necessary to automate more job functions.
11. **stay on top of** v., to know what is going on; to know the latest information
    a. In order to stay on top of her employees' progress, she arranged weekly breakfast meetings.
    b. In this industry, you must stay on top of current developments.
12. **stock** v., to keep on hand; n., a supply
    a. The employees stocked the shelves on a weekly basis.
    b. The office's stock of toner for the fax machine was quickly running out.

LIVEWORKSHEETS

WORD FAMILIES

adjective	affordable	Broad-band access to the Internet became more affordable at the beginning of the millennium.
verb	afford	Lucinda has taken so much leave this year that she can't afford to miss another day's work.
noun	affordability	We looked into the affordability of placing a scanner at each designer's desk.

verb	initiate	The company will initiate its new products at the beginning of the year.
noun	initiative	The manager, knowing how concerned his employees were, took the initiative to provide training for them on the new equipment.
noun	initiation	As an initiation into the sales field, Mr. Jenkins was given the most problematic customer's account.

adverb	physically	The vagrant had to be physically removed from the building.
adjective	physical	The physical presence of a computer engineer is vastly superior to telephone tech support.
noun	physique	We need a model with a proportional physique.

verb	provide	The company provides a five-year warranty on its products.
noun	provider	As your provider of network services, I promise to give you the best prices and service.
noun	provision	Our provisions of supplies should last to the end of the quarter.

verb	recur	We don't want that problem to recur every month.
noun	recurrence	Every recurrence of the same problem costs us money.
adjective	recurring	Recurring problems waste time and money.

verb	reduce	Buying in bulk can help to reduce costs.
noun	reduction	The introduction of the fax machine created a noticeable increase in phone bills.
adjective	reducible	Although our system is working at capacity, the amount of information being processed is not reducible.

LIVEWORKSHEETS

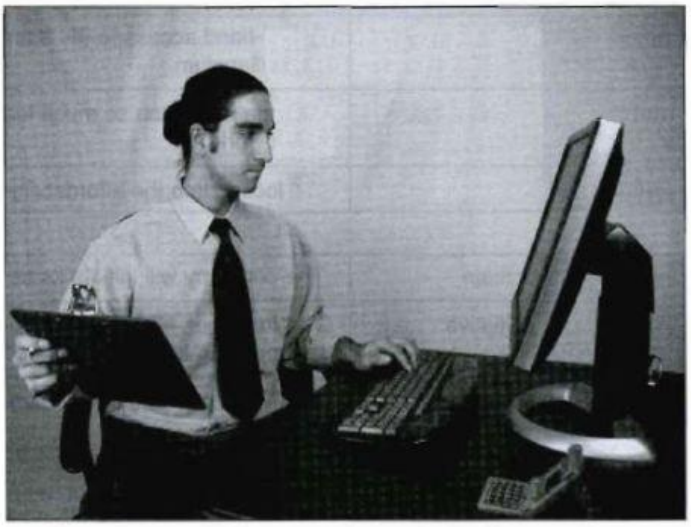
WORD PRACTICE

LISTENING COMPREHENSION

CD1
Track 7

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 response.

4. What is required for all new purchases?
   (A) A receipt.
   (B) A charge card.
   (C) Up-front payment.
   (D) Approval.

5. What is the purpose of this requirement?
   (A) To avoid delays.
   (B) To help save money.
   (C) To make purchasing a top priority.
   (D) To reduce steps in the ordering process.

6. What is the woman's opinion of this requirement?
   (A) It's annoying.
   (B) It's enjoyable.
   (C) It's a good idea.
   (D) It's boring.

Part 4 Talk

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

7. Why don't they order units on an as-needed basis?
   (A) They're more expensive.
   (B) The provider won't take individual orders.
   (C) Delivery time is too long.
   (D) Nobody takes the initiative to place the order.

8. What kind of provider could help them?
   (A) A less pushy provider.
   (B) A more aggressive provider.
   (C) One with better prices.
   (D) One with a web site.

9. What does the speaker like about the suggested company's products?
   (A) The durability.
   (B) The quality.
   (C) The price.
   (D) The size.

LIVEWORKSHEETS

READING

Part 5 Incomplete Sentences

Choose the word that best completes the sentence.

10. _____ is still a major concern for inner-city schools that want to install computers.
    (A) Afford (C) Affordable
    (B) Affording (D) Affordability

11. Hoping to repeat the success of the previous year's sales _____, the vice president held a meeting of all the managers.
    (A) initiated (C) initiative
    (B) initiating (D) initiation

12. The athlete's extraordinary _____ distracted customers from the auto itself.
    (A) physique (C) physicality
    (C) physical (D) physically

13. As promised in our last meeting, this contract _____ you with the best prices.
    (A) provide (C) provision
    (B) provides (D) provider

14. When a problem _____ frequently, it is time to reexamine the process.
    (A) recur (C) recurring
    (B) recurrence (D) recurs

15. The employee preferred to have a _____ in salary than to have to continue working with her outdated computer.
    (A) reducing (C) reduce
    (B) reduction (D) reduces

Part 6 Text Completion

Memo

To: Miriam Ketonen, Office Manager
From: Jason Roberts, Assistant Office Manager
Re: Photocopier

There have been recurring problems with the office photocopier, particularly with paper jams. I believe the problem is with the type of machine we have. A machine of this size simply does not have the capacity to handle the amount of copying we normally do. Obviously we can't __16__ the number of copies we make. I suggest that it's time to order a larger and __17__ machine. I have looked through the catalogs and discovered several that I think would suit our needs. I have selected the most __18__ ones, as I know we have a limited amount of money to spend. I have attached their descriptions. Since you are in charge of making large purchases like this, I will need your approval before I go ahead and place the order. Let me know which of the machines you think is best, and I will fill out the purchase order.

Thanks.

16. (A) reduce
    (B) reducing
    (C) reducible
    (D) reduction

17. (A) durable
    (B) durables
    (C) more durable
    (D) most durable

18. (A) costly
    (B) physical
    (C) attractive
    (D) affordable

LIVEWORKSHEETS

Part 7 Reading Comprehension

Questions 19–23 refer to the following two letters.

Business Kitchens, Inc.
April 19, 20—

Dear Mr. Conner,

I am writing to follow up on our conversation of last Monday. You said you were looking for a new provider for kitchen supplies for your office, and that your particular need at this time was for a large-capacity coffeemaker. I have looked through the coffeemakers we have available, and believe I have found the best one to suit your needs. The primary advantage of the 300X Office Coffeemaker is that it reduces mess. The coffeemaker is filled with water daily. Then, to make a cup of coffee, the user simply inserts a premeasured package of coffee into the machine and presses the "on" button. The coffee is ready in one minute. There are no pots to clean or filters to change. The machine can make tea and other hot drinks as well. The 300X is also the most durable machine on the market.

I am enclosing a description of the machine and price information. We can also deliver refills of coffee and tea to you on a weekly or monthly basis. In addition, we stock other kitchen appliances such as microwave ovens and office-sized refrigerators. Please let me know if you are interested in purchasing such items.

Sincerely,
Laura Baker
Laura Baker
Sales Manager

Johnson Research Affiliates
April 26, 20—

Dear Ms. Baker,

Thank you for the information on the 300X Office Coffeemaker. I think it will meet our needs for large-capacity coffeemakers at an affordable price. Our office is large, so I would like to order two at this time. I don't think we will need the regular deliveries of coffee and tea. Our need for these varies so much from week to week that it is better to order them on an as-needed basis. My assistant is good at staying on top of these things, so we don't have to worry about running out. Currently we don't have a need for ovens or refrigerators although we may in the near future. I will keep you informed. Meanwhile, we will send you a purchase order for the coffeemakers. Thank you for your help.

Sincerely,
Matthew Conner
Matthew Conner
Office Manager

19. What will Mr. Conner buy now?
    (A) Coffeemakers.
    (B) Ovens.
    (C) Microcomputers.
    (D) Refrigerators.

20. What does he say that he likes about the product he has selected?
    (A) It reduces mess.
    (B) It is durable.
    (C) It has a good price.
    (D) It will be delivered regularly.

21. How often will he order refills?
    (A) Once a day.
    (B) Once a week.
    (C) Every month.
    (D) When he needs them.

22. The word *provider* in line 2 of the first letter, is closest in meaning to
    (A) consumer
    (B) supplier
    (C) maker
    (D) designer

23. The word *stock* in line 19 of the first letter, is closest in meaning to
    (A) have
    (B) repair
    (C) buy
    (D) use

LIVEWORKSHEETS