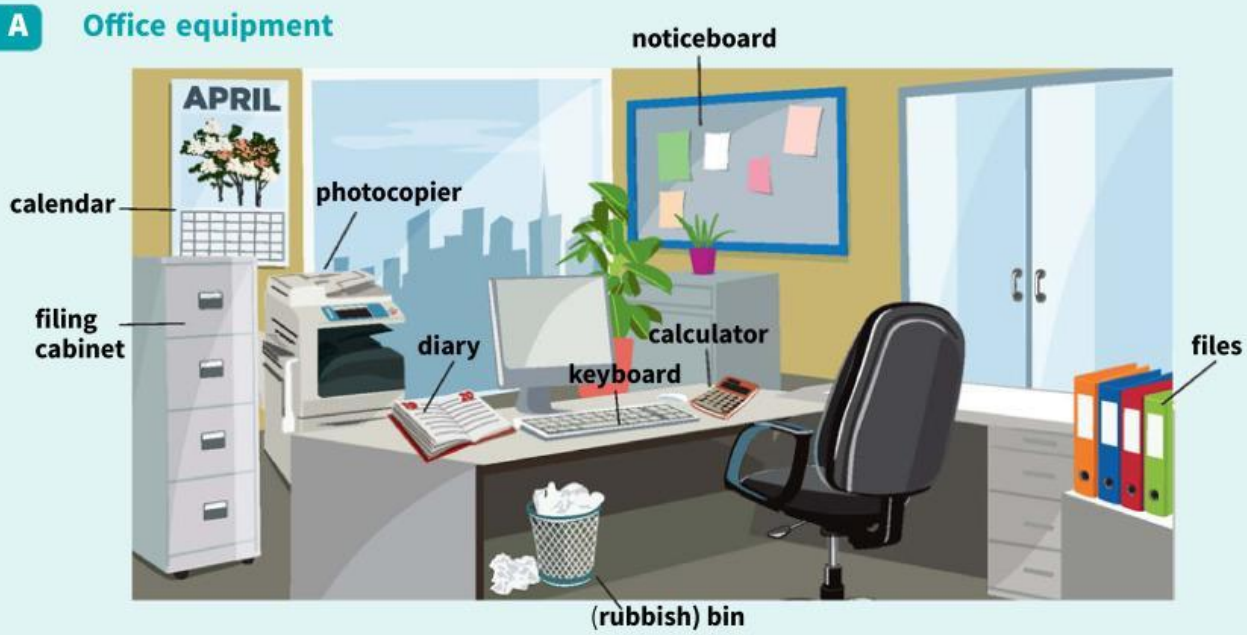
38 Working in an office

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
arrange	**arrangement**
organise	**organisation**

verb	noun
attend	**attendance**
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*

LIVEWORKSHEETS

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 *is off today.*
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.

LIVEWORKSHEETS