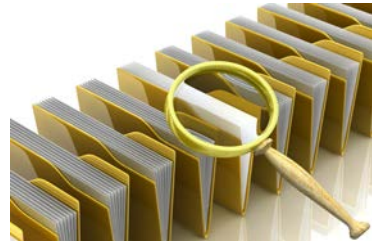


Elements of office work vocabulary

Match the vocabulary to the pictures.



13 _____



12 _____



11 _____



10 _____



9 _____

filling in an order
presenting a new project
preparing packages
picking up papers
a cluttered desk
comparing trends
finding solutions
closing a deal
calculating payments
searching for files
showing appreciation
taking questions
suffering from neck pain
absent from the office



1 _____



2 _____



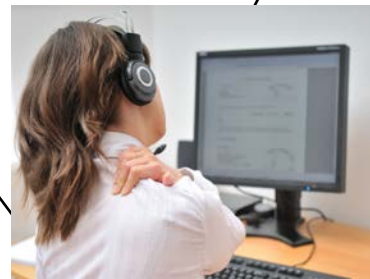
3 _____



4 _____



8 _____



6 _____



7 _____



5 _____

Answer the questions.

1 Why might you be absent from the office ?

2 Do you prefer finding solutions alone or with a group ?

3 Do you ever suffer back pain? When?

4 Are you good at preparing packages ? Why?/Why not?

5 What kind of forms do you have to fill in?

Answers

- 1 comparing trends
- 2 finding solutions
- 3 closing a deal
- 4 taking questions
- 5 picking up papers
- 6 suffering back pain
- 7 showing appreciation
- 8 preparing packages
- 9 a cluttered desk
- 10 filling in an order
- 11 calculating payments
- 12 searching for files
- 13 absent from the office

Number 1

Hey Davis, when you compare trends, what do you look for?

Amber, you first have to look at, whether the trend is increasing, decreasing, or staying the same.

Number 2

Willow, I'm trying to find some solutions, to our office problems?

Theodore, I think some solutions are: to delegate tasks, automate tasks, and outsource tasks.

Number 3

Hey Nancy, how do you know when you're closing a deal?

Noah. You know you're closing a deal, when the other party agrees, to the terms and conditions of the contract.

Number 4

Tony, when you're giving a presentation, what are some questions you can ask, when taking questions from others ?

Genevieve, some questions you can ask when taking questions from others are: "Can you elaborate on that?" or "Can you give me an example?", and, "What do you think?"

Number 5

Jason, how do you pick up papers without making a mess?

Elizabeth, I think the easiest way to pick up papers without making a mess, is by using a paper-clip, stapler, or binder clip.

Number 6

Iris, what is some advice, you can give someone who's suffering from back pain?

Ethan, some good ways to relieve back pain are: to stretch, use a heating pad, and take over-the-counter pain medication.

Number 7

Charlie, how do you show appreciation, to your coworkers?

Charlotte, I think the best ways of showing appreciation, to your coworkers are: by thanking them for their help, praising their work, and buying them lunch.

Number 8

Hollie, what are some tips for preparing packages for delivery?

Some tips for preparing packages are: to use bubble wrap, packing peanuts, and packing tape.

Number 9

Michelle, how do you keep your desk from being cluttered?

Felix, you can avoid having a cluttered desk, by throwing away trash, putting away documents, and using a desk organizer.

Number 10

Prabhat, how do you fill in an order?

Neerja, you can fill in an order, by using a computer program, or by filling out a form.

Number 11

Milo, can you give me some advice about calculating payments?

Monica, I think the best ways to calculate payments, are by using a calculator, Microsoft's Excel, or the software program, QuickBooks.

Number 12

Scarlett! I can never find anything. How do you search for files?

Hmmmm... Elliott, you can search for files, by using the search function on your computer, looking through the filing cabinets, or asking a co-worker.

Number 13

Alfie, when you're absent from the office, how do you stay up-to-date, with your work?

Bella, when I'm absent from the office, I stay up-to-date with work, by checking my email, and calling in to meetings