

New Boss Meeting

1. What is often discussed during the morning meetings?

- a. Goals for the upcoming week.
- b. Office supplies that need to be ordered.
- c. The tasks for the day.

Follow-up Question: Can you explain why these discussions are important?

2. Where are the documents usually stored?

- a. In the filing cabinet.
- b. In the cloud.
- c. On the office server.

Follow-up Question: Can you share some benefits of storing documents in that place?

3. When is the lunch break usually taken?

- a. At 12:00 pm.
- b. At 1:00 pm.
- c. It varies depending on the work schedule.

Follow-up Question: What do you usually do during your lunch break?

4. Who is the office cleaned by?

- a. A professional cleaning service.
- b. The office staff on a rotation basis.
- c. It is outsourced to a maintenance company.

Follow-up Question: How often is the office cleaned?

5. What is printed on the office printer most frequently?

- a. Reports.
- b. Meeting agendas.
- c. Internal memos.

Follow-up Question: How do these printouts contribute to office work?

6. Where are the office supplies usually purchased?

- a. From an online retailer.
- b. From a local stationery store.
- c. From a wholesale supplier.

Follow-up Question: What factors are considered when choosing a supplier?

7. When are the weekly reports usually submitted?

- a. It depends on the department.
- b. On Monday morning.
- c. On Friday afternoon.

Follow-up Question: How are these reports used in managing work?

8. Who is the office mail usually delivered by?

- a. A mail courier.
- b. The office receptionist.
- c. The office manager.

Follow-up Question: What kinds of mail does the office usually receive?

9. What is brewed in the office kitchen?

- a. Tea.
- b. Coffee.
- c. Herbal infusions.

Follow-up Question: How does having these beverages available affect the office environment?

10. Where are the client files typically kept?

- a. On the office server.
- b. In a locked filing cabinet.
- c. In the manager's office.

Follow-up Question: Why is the location of these files important?

11. Is the office locked by the last person leaving?

- a. Yes, at 10 PM.
- b. No, the security staff handles it.
- c. Yes, at 11 PM.

Follow-up Question: Why is it important to ensure the office is locked?

12. Are the computers updated regularly?

- a. It depends on the computer's usage.
- b. No, only when an issue arises.
- c. Yes, the IT department handles it.

Follow-up Question: Why is keeping the computers updated important.

13. Are the meetings usually conducted in English?

- a. No, they are conducted in various languages.
- b. Yes, always.
- c. It depends on who is attending.

Follow-up Question: How does the choice of language impact the meeting?

14. Are the invoices usually paid on time?

- a. Sometimes, there can be delays.
- b. Yes, without fail.
- c. No, there are often issues with the payment process.

Follow-up Question: What implications does late payment of invoices have?