

LEWIS FOREMAN

OFFICE SERIES



18+

Lewis Foreman

Office Series

«ЛитРес: Самиздат»

2019

Foreman L.

Office Series / L. Foreman — «ЛитРес: Самиздат», 2019

This book will help you remember a lot of necessary and useful words and combinations that you are going to use in situations and small talks while talking about working at an office. The following episodes are combined in order to provide you with an opportunity of memorising some words and phrases just reading stories about working at an office.

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Preface

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The following episodes are combined in order to provide you with an opportunity of memorising some words and phrases just reading stories about working at an office.

Enjoy and learn!

PART ONE

Business center
Working place
Office room
Meeting room
Canteen
Car park
Smoking room
Lobby
Reception
Moving day

Story ONE

Business center

Chris works at an office. It is located in downtown. His office is large and spacious. There are a lot of desks and stationary cupboards in it.

Chris likes his office so much. It is light and bright enough.

His working place is just by the window. So he can overlook the buildings outside.

The business centre has got 21 stories. There are secured parking places outside so Chris is able to park his car. The offices look so colorful and it's so pleasant to work in here.

Every morning Chris is having breakfast at the lounge cafe. The prices are reasonable and the meal is quite delicious there.

Chris has always dreamt about such a place.

Story TWO

Working place

Dan is an office worker. He spends his days phoning his clients and offering them the company product. His company specializes in garden furniture.

Dan likes his work. He uses a phone and a desktop computer. Sometimes he has got to scan some important papers, receive and send workpaper and so on. Dan works at an open space. He doesn't have his own room. Despite that he likes it there. He can talk to his workmates and it is easy to get some advice and their help from time to time.

His working place is neat. It is located in the centre of the office so he can see what's going on around the office.

Dan is a good employee.

Story THREE

Office room

Brandon is a CFO. He works at a financial department. He is a head of the department so he has got his own office room.

It's not too spacious. However, the area is even enough for having meetings in there.

His room is really convenient. There is everything necessary for the work. It has got a desk, a few armchairs for visitors, stationery cupboards for workpaper and even a fridge.

The room has no windows and one of the walls is transparent so Brandon can watch his colleagues who work at his department. It's very comfortable to see what they really do.

Brandon doesn't want to change anything. He likes his working place so much.

Story FOUR

Meeting room

Sarah is an office assistant. She is responsible for a lot of tasks and duties.

One of them is arranging meetings of the company. There are a few meeting rooms at her office. They are spacious and quite cosy. They are equipped well.

There is a flipchart in each of them. There is an interactive board for presentations as well. Sarah has to check everything before the meeting. In case something breaks down she phones a repair service and they fix it immediately.

Sarah is getting one of the meeting rooms ready at the moment.

She has checked everything and it's all right. The meeting is going to start soon.

Story FIVE

Canteen

Victor is a chef. He doesn't work at a restaurant. He doesn't work at a cafe either.

He is a chef at a canteen at a large IT company. All the company's employees eat here.

Victor is responsible for breakfast and lunch. He cooks the meals according to a standard menu. He works 5 days a week.

Конец ознакомительного фрагмента.

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