

Course: Business English

Level 2

Day №7



- ❖ What products or equipment do you often use in the office?
- ❖ Why do you need them?
- ❖ Why are they useful?

Vocabulary activity

1. Categorize these adjectives to positive and negative. Then add some more.

slow

time-saving

inefficient

out-of-date

modern

noisy

state-of-the-art

new

time-consuming

Positive

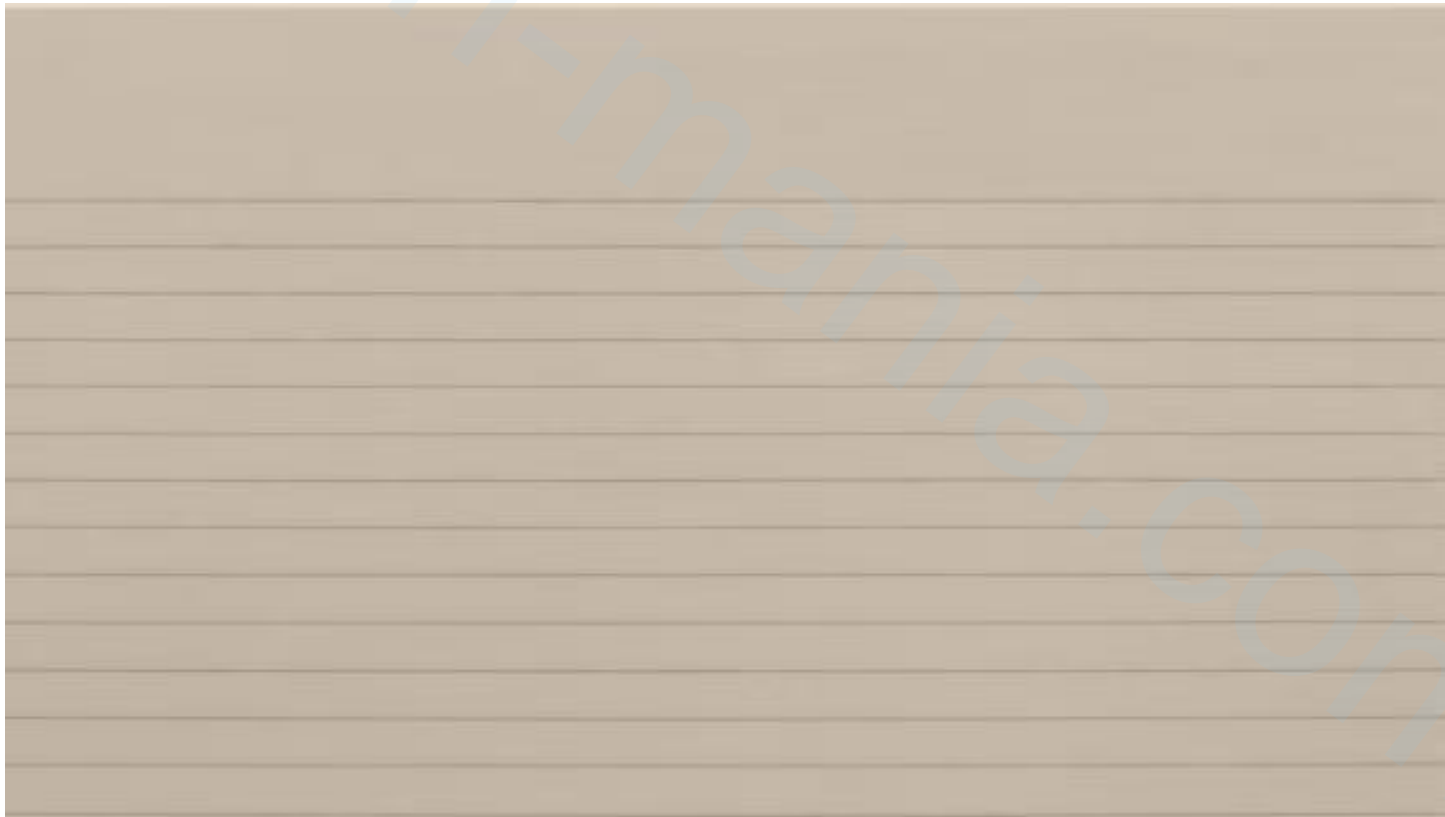
Negative

2. Describe your office equipment using the adjectives above.

- a. My computer is _____
- b. My printer is _____
- c. My internet connection is _____
- d. My mobile phone is _____

Writing activity

Using the adjectives you've learned, prepare a report addressed to your boss about the description and condition of your existing office equipment.





- ❖ Do you have office equipment that need replacement?
- ❖ What are those?
- ❖ Did you inform your boss about it?
- ❖ How did your boss react to your recommendation?

Reading activity

Read and analyze these conversations.

EMPLOYEE: Mr. Lee do you have a minute?

MR. LEE: Sure, what is it?

EMPLOYEE: I know we don't have much budget left this year, but I really think we should get a new photocopier.

MR. LEE: Oh...Why is that?

EMPLOYEE: Well, the one we've got is too basic. It doesn't collate and it doesn't have a feeder. A better photocopier would allow us to prepare our reports a lot more efficiently.

MR. LEE: I see. Can you find out how much it would be?

EMPLOYEE: OK. I'll get some quotes and give them to you.

MR. LEE: Fine.

EMPLOYEE: Thanks.

BOSS: OK. Any other requests?

EMPLOYEE: Yes, I have one.

BOSS: Go ahead.

EMPLOYEE: I'd like a new air conditioner in my office.

BOSS: Oh, really? What's wrong with the one you've got?

EMPLOYEE: It's getting really noisy. We tried getting it serviced, but it's too noisy.

BOSS: How old is it?

EMPLOYEE: We've had it for about 10 years.

BOSS: OK. I'll look into it.

EMPLOYEE: Thanks.

What are they telling their bosses?

Why do they need a photocopier and a new air conditioner?

Reading activity

Read and analyze these conversations.

BOSS: As you know, we are looking to improve our office environment. Does anyone have any suggestions?

EMPLOYEE: Yes. I think we need new desks.

BOSS: New desks?

EMPLOYEE: Yes. Our desks are too small. They were not designed for computers. We need to get computer desks with a drawer for the keyboard. At the moment we have no room to work because the computer takes up all the desk space.

BOSS: OK. That's a good point.

EMPLOYEE: Nomura san, could we get a new printer for my computer, please?

NOMURA: Why, what's the problem?

EMPLOYEE: The old one is far too slow. It takes so long to print anything out. Also, it's too noisy. The others get annoyed when I'm printing a lot of things.

NOMURA: What kind of printer do you need?

EMPLOYEE: I'd like a laser printer. I don't need color. I can get prices if you'd like.

NOMURA: Yes please. Get the prices, then we'll discuss it again.

EMPLOYEE: Thanks.

What are they telling their bosses? Why do they need desks and printers?

Let's practice



You have a meeting with your boss today. He received your report regarding the condition of your existing office equipment yesterday. And he would like to discuss it with you.

Here are your tasks:

1. Convince your boss to replace your current office equipment.
2. Justify your recommendation.
3. Give suggestions on where you can buy cheap and reliable replacement.

***Thank you for
today!***

***I'm looking forward to
seeing you again!***