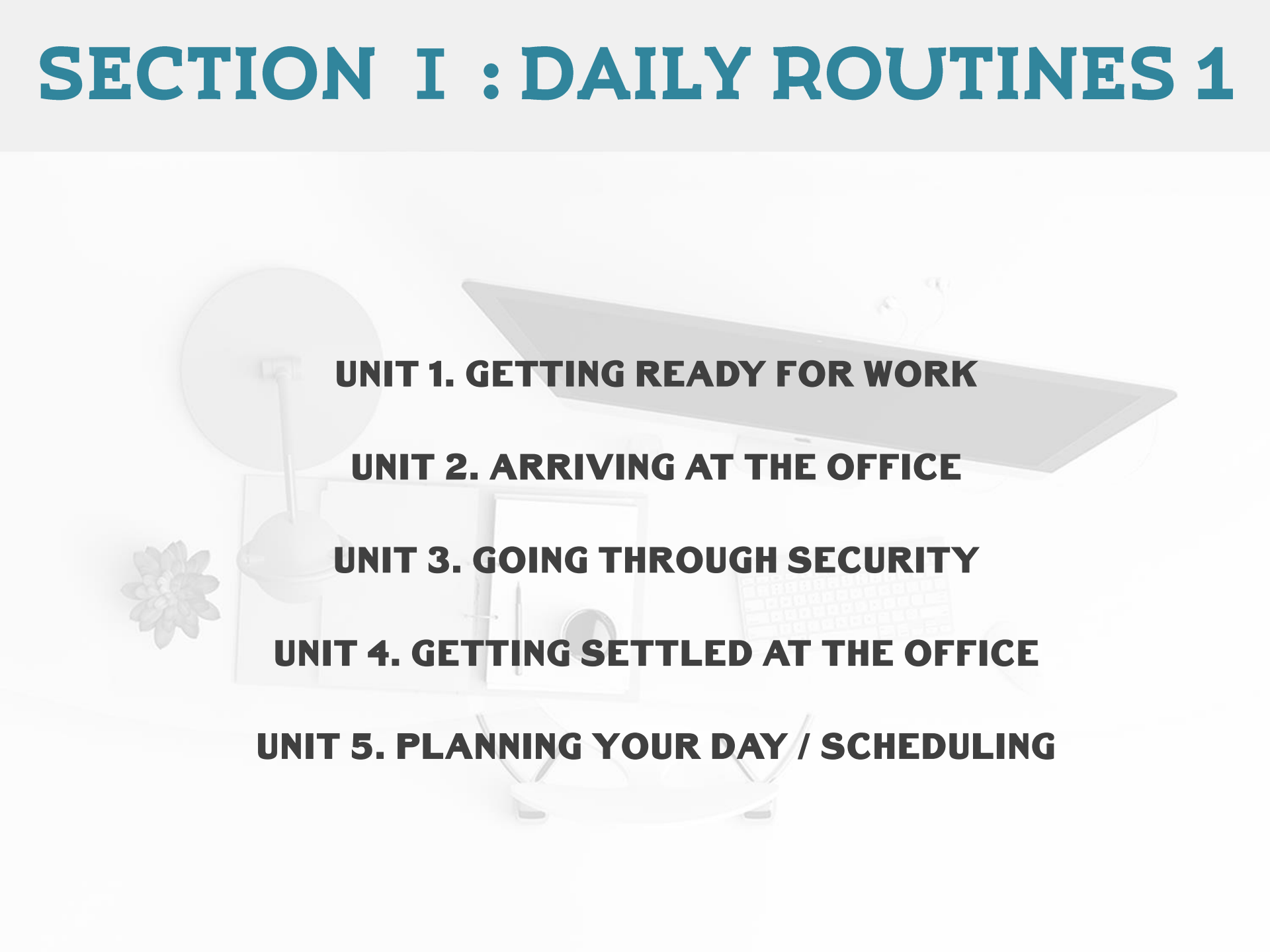




OFFICE BASICS

Book 1

SECTION I : DAILY ROUTINES 1



UNIT 1. GETTING READY FOR WORK

UNIT 2. ARRIVING AT THE OFFICE

UNIT 3. GOING THROUGH SECURITY

UNIT 4. GETTING SETTLED AT THE OFFICE

UNIT 5. PLANNING YOUR DAY / SCHEDULING

UNIT 1. GETTING READY FOR WORK

Key Vocabulary

VERBS

brush
drop off
get dressed
get ready
grab
iron
leave
pack
pick out
put on
shut
take a shower
wake up
wear

NOUNS

blouse
breakfast
briefcase
closet
clothes
dress shirt
dress shoes
dry cleaner
laundry
loafers
panty hose
sneakers
sweater

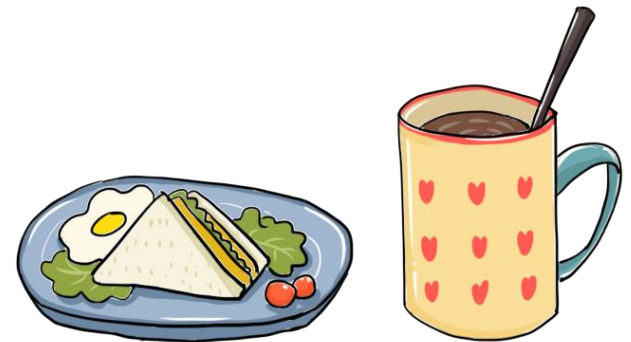
Useful Expressions

- When you **check the time**, you look at the clock quickly to see what time it is.
- If you **pack a lunch**, you put it in a bag or lunch box and take it to work to eat.
- When you **grab** something, you take hold of it quickly.
- When Matt **checked** the bus **schedule**, he looked quickly at it to see when the bus would come.
- **On the way** to the bus stop means “while going to the bus stop.”
- **Dress clothes** are more formal than **casual** clothes.

UNIT 1. GETTING READY FOR WORK

Tina picked out some clothes to wear.
While she ironed her blouse she watched the morning news.
Then she got dressed.
As she made breakfast, she checked the time.
Then she ate breakfast and read the newspaper.
After breakfast, Tina brushed her teeth.
Then she packed a lunch and put some papers in her briefcase.
She shut the door as she left the house.
She dropped off some laundry at the dry cleaners.
Then she drove off to work.

Tina는 입을 옷을 골랐다. 그녀는 다림질을 하는 동안 아침 뉴스를 보았다. 그 다음에 그녀는 옷을 차려 입었다. 아침을 만들면서, 그녀는 시간을 확인했다. 그 다음에 그녀는 아침을 먹으면서 신문을 읽었다. 아침 식사 후, 그녀는 이를 닦았다. 그 다음 그녀는 점심을 싸고 서류를 서류 가방 안에 넣었다. 그녀는 집을 떠나면서 문을 닫았다. 그녀는 세탁소에 들러 세탁물을 맡겼다. 그리고 운전해서 출근했다.



UNIT 1. GETTING READY FOR WORK

Matt woke up and took a shower.

He put his clothes on and grabbed his bag.

He checked his bus schedule.

On the way to the bus stop, he bought a muffin and coffee.

Matt는 잠에서 깨어나 샤워를 했다. 그는 옷을 입고 가방을 잡아 들었다. 그는 버스 시간표를 확인했다. 버스 정류장으로 가는 길에, 그는 머핀과 커피를 샀다.



UNIT 1. GETTING READY FOR WORK

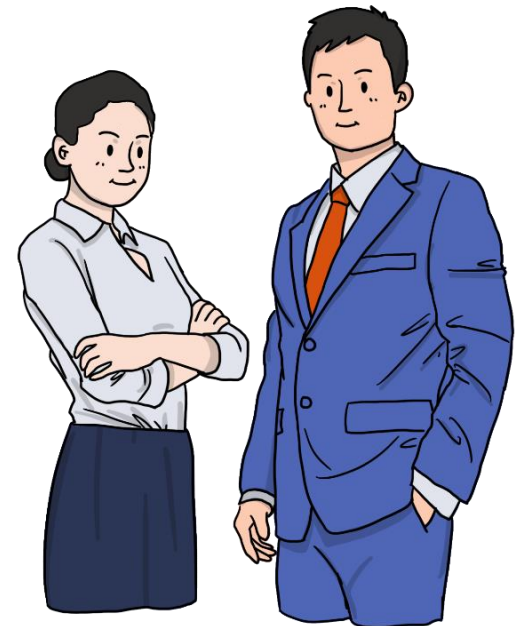
CLOTHING PEOPLE WEAR TO WORK IN AN OFFICE

Dress Clothes

Dress, jacket, blouse, dress shirt, skirt, pants, tie, panty hose, dress shoes

Casual Clothes

Sweater, pants, polo shirt, khaki pants, loafers, sneakers



UNIT 2. ARRIVING AT THE OFFICE

Key Vocabulary

VERBS

arrive	sit down
enter	unlock
go into	work on
go through	
hang	
make small talk	

NOUNS

coat rack	floor
company lot	guard
coworker	hall
cubicle	receptionist
department	security
elevator	work area

Useful Expressions

- A person who makes appointments and receives clients and guests is **receptionist**.
- **Taking an elevator** means riding in it to your floor.
- People you work with are **coworkers**. Another word for them is **colleagues**.
- **Small talk** is very light conversation – about weather, sports, etc.
- Tina **hangs** her coat **on a coat rack**. Other place to hang coats : **on a hook**
on a hanger
in a closet



UNIT 2. ARRIVING AT THE OFFICE

Tina parked in the company lot.

She entered the building and said good morning to the receptionist.

After going through security, she took an elevator up to her floor.

She went into her department's work area.

She said good morning to some of her coworkers and made some small talk.

She walked down the hall to her office.

She unlock the door.

She hung her coat on the coat rack.

She set her briefcase on her desk.

She sat down at her desk.

She opened her briefcase and took out some papers to work on.



UNIT 2. ARRIVING AT THE OFFICE

Tina는 회사 주차장에 주차했다. 그녀는 건물로 들어가 접수원(립세서니스트)에게 아침 인사를 했다. 보안 검색을 지난 후에, 그녀는 엘리베이터를 타고 그녀가 일하는 층까지 올라갔다. 그녀는 그녀가 일하는 부서로 갔다. 그녀는 몇몇 동료들에게 아침 인사를 하고 잡담(스몰토크)을 조금 했다. 그녀는 복도를 지나 그녀의 사무실까지 갔다. 그녀는 잠긴 문을 열었다. 그녀는 코트 걸이에 코트를 걸었다. 그녀는 책상에 서류 가방을 놓았다. 그녀는 책상 앞에 앉았다. 그녀는 서류를 열고 작업할/검토할 서류를 꺼냈다.



UNIT 3. GOING THROUGH SECURITY

Key Vocabulary

VERBS

ask
call up
forget
go in
go through
guard

identify
recognize
return
wave (sb) through

NOUNS

access code
badge
guard post
guard shack
guardhouse
key card
machine
pass
restricted area
security system
slot
supervisor

Useful Expressions

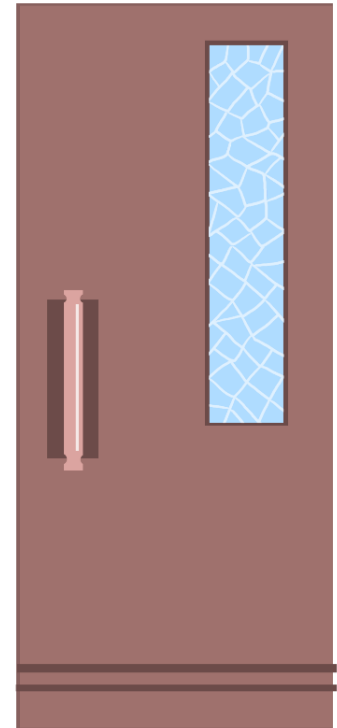
- **Electronic systems** use machines to **identify** people.
- **Access code** is a number that lets you get in. Some systems use **passwords** (made of letters) instead of code numbers.
- You wear a **badge**. It tells who you are, so it is one kind of I.D.
- When you **recognize** someone, you remember seeing him/her before.
- A **pass** is a piece of paper that lets you get into a place.

UNIT 3. GOING THROUGH SECURITY

WITH AN ELECTRIC SYSTEM

Alice put her key card into the slot in the security system.
Then she entered her access code.
The machine returned her card and the door unlocked.

Alice는 보안 시스템 투입구(슬롯)에 그녀의 키카드를 넣었다. 그리고 그녀는 접근비밀번호를 입력했다. 기계에서 카드가 다시 나오고 문은 잠금 해제되었다.



UNIT 3. GOING THROUGH SECURITY

WITH A GUARD – 1

Tina said good morning to the guards at the security desk.
They checked her badge.
One guard waved her through while the other opened the door.

Tina는 보안 데스크(보안 창구)에 있는
보안 담당(경비, 가드)에게 아침 인사를
했다. 그들은 Tina의 배지를 확인했다.
다른 한 명이 문을 여는 동안 가드 한 명
이 그녀를 통과시켰다.



UNIT 3. GOING THROUGH SECURITY

WITH A GUARD – 2

Matt forgot his badge, so the guards stopped him.
He thought they might recognize him, but they didn't.
They asked him where he worked.
They called up a supervisor who came to the desk and identified him.
The guard gave him a temporary pass and let him go in.

Matt는 배지를 잊었고, 그래서 경비는 그를 멈춰 세웠다. 그는 그들이 자신을 알아볼 지도 모른다고 생각했지만, 그들은 기억하지 못했다. 그들은 그에게 어디에서 일하는지 물었다. 그들은 그의 신원을 확인시켜 줄 관리자에게 연락을 했다. 경비는 그에게 임시 통행증을 주고 그를 들여보내 주었다.



UNIT 3. GOING THROUGH SECURITY

WITH A GUARD – 2 DIALOGUE

Matt : (Oh, no! I left my I.D. at home.)

Guard 1 : Sorry, sir. We can't let you through without a badge.

Matt : But I work here.

Guard 1 : Sorry. We can't remember everyone.

Guard 2 : What department are you with?

Matt : Marketing.

Guard 2 : (☎) Hello, Marketing. We have a man who says he works for you.

Tina : Yes. This is Matt Johnson. He works in marketing.

(오, 이런! ID를 집에 두고 왔어.)

미안합니다. 배지가 없으면 통과시킬 수가 없습니다.

하지만 전 여기서 일해요.

미안합니다. 저희는 모든 분을 기억하지 못해서요.

어떤 부서 소속이시죠?

마케팅부서입니다.

(☎) 여보세요, 마케팅부서죠. 여기에 그 부서 소속이라는 분이 있어서요.

맞아요. 이 사람은 매트 존스예요. 마케팅 부서에서 일해요.



UNIT 3. GOING THROUGH SECURITY

GUARDS CAN BE FOUND

indoors

at desks

outdoors

at guard posts, at guardhouses or guard shacks

