

## Talk about your work as an office management trainee.

- 1 Add any tasks which you do and which are not listed on p. 21.
- 2 List the tasks you do or don't like. Say why or why not.
- 3 In groups of three or four, look at Column 2 and try to find nouns for the first word after the bullet point (words ending in *-ing*). Use your dictionary if necessary. In some cases this may not work. But where it does, you may need to make changes in the language. Which?
- 4 Now write an e-mail or a WhatsAppmessage to your friend telling her/him what you do in the office. Use adverbs of time such as *early in the morning*, *at noon*, *in the early afternoon*. And use adverbs of frequency (*often*, *seldom*, *rarely*, *regularly*, *occasionally*, *every day*, *once a week*, *hardly ever*, *all the time*, etc.) The phrases below may be useful.

It is my task/job to ...

I get a chance to ...

In my training as an office junior I ...

I'm learning to ...

I'm (also) responsible for ...

They ask me to help to ...

My colleagues/boss ask(s) me to ...

But I never ...

One of my main tasks is to ...

I (certainly) like/enjoy (doing) ...

It takes ... hours/minutes to do sth.

(However,) I'm not very keen on (doing) ...



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- 5 Say how often you or your senior colleagues use English in your/their job and for which activities. Find out what the situation is like in the companies/institutions where your classmates work.
- 6 Photocopying and filing are something that few people are very keen on. This task is usually given to office juniors or young people doing a **work placement**<sup>1</sup>. Can you think of the reasons? Who else should do it?