

## Unit 2 — In the Office

### **admin (administration)**

the activities involved in managing or organizing a business

"Mr Sachs's personal assistant does all his admin work for him."

### **cubicle**

a small office space with temporary walls around it

"The junior members of staff have cubicles and the senior members have offices."

### **department**

a part of an organization or company which deals with a particular area

"The sales department are one of the most important departments in the company."

### **dress code**

a set of rules describing what employees can and cannot wear

"The company dress code states that you should wear a blue or white shirt."

### **file**

to store information in a careful or particular way

"It took a long time to find the information as someone filed it in the wrong place."

### **filing cabinet**

a large piece of furniture used for holding paper documents

"All of the records for last year are in the filing cabinet on your left."

### **fill in for**

to substitute or replace someone for a short time

"Mary will fill in for you while you are on holiday."

### **in charge of**

responsible for someone or something

"Mark is in charge of customer service so you need to speak with him."

### **open-plan**

not divided by walls

"Open-plan offices offer both advantages and disadvantages."

**orientation**

an introduction meeting or training session

"You will learn about the company, its staff and your duties during orientation."

**paperwork**

the part of the job involved with writing letters, reports or records

"There is a lot less paperwork now that most things are done on the computer."

**photocopier**

a machine used for making copies of documents

"I'm sorry I cannot copy that now. The photocopier is broken again."

**put somebody through**

to direct somebody's phone call to the correct person

"The receptionist answered the call and put the caller through to the correct department."

**shred**

to completely destroy a paper document using a special machine

"As we deal with some very sensitive information, all documents must be shredded."

**white-collar**

relating to people who work in offices

"There are two separate canteens in the factory, one for white-collar workers and one for the production line staff."