



RealLife
ENGLISH

Office Vocabulary

Reception area

- The first point of contact for clients or visitors to your office.
- The person who works at the reception desk is called a receptionist.

Co-working office

- An environment that's designed to accommodate people from different companies who come to do work. Coworking space is characterized by shared facilities, services, and tools.

Items At The Desk

Desk organizer- allow you to quickly separate and access incoming and outgoing papers and keep them organised.



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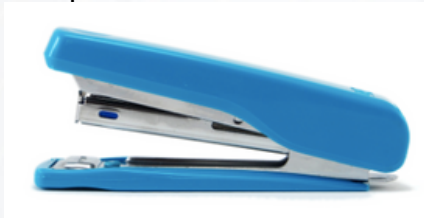


Desk Drawer Pedestal- a moveable, boxlike frame containing drawers which are one above the other.



Stationery- materials (such as paper, pens, and ink) for writing or typing. For example:

Stapler



Punch



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Scissors



Pens



Sellotape



Stationary- Not moving/ standing still

Printer / Scanner / Copier



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Ringbinder



Writing Tip:

Ever noticed how our quick emails are often made up of one- or two-sentence paragraphs, many of which would begin with the pronoun “I”?

I am glad to hear from you.

I look forward to our meeting on Monday.

To avoid having a series of paragraphs that begin with I, we drop some but not all of the pronouns:

Glad to hear from you.

Looking forward to our call on Friday.

Business Idioms:

- To think outside the box:

To think unconventionally, creatively and explore original ideas.

Ex: If you want to succeed in the marketing industry, you have to think outside of the box

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- To get down to business

To start getting serious about something.

Ex: After they introduced themselves they got down to business.

- To get someone up to speed

To update someone on the current situation or to give them all the necessary information to allow them to complete their task.

Ex: After her vacation, her boss called her aside and got her up to speed.

- Roll up your sleeves – an expression that many know. It means “to prepare to do hard work.”

Ex: She rolled up her sleeves and showed her boss why she deserved a promotion.

Meetings

We typically use the verbs “have” and “hold” with meeting:

*Ex: We're usually **have** a department meeting on Mondays.*

*Ex: Let's **hold** a meeting to discuss the policy changes.*

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When talking about having a meeting in the future, you can also use “schedule,” “arrange” or “organize” to refer to a meeting you’re planning.

A formal way to talk about participating in a meeting would be to “attend” the meeting and less formal would be to “go to” the meeting.

*Ex: Did you **go to** the team meeting?*

*Ex: He did not **attend** the staff meeting because he was stuck in traffic.*

Business Phrasal Verbs

To come across - to find something unexpectedly.

Ex: If you come across my keys while you’re in the break room, please return them to me.

To drop by- to visit briefly; to meet without making an appointment first.

Ex: My boss asked me to drop by her office after the meeting.

To run by/past- to discuss something with a person for his or her opinion

Ex: I need to run the proposal by my manager before the meeting.

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To zero in on- to focus closely on.

Ex: After the team performed poorly, the manager decided to zero in on all of the staff members.

In the boardroom

Power point/ outlet



Whiteboard



Markers



Eraser



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INTERRUPTING

At times, you might want to interrupt the discussion to add a point.

- Sorry for interrupting, but...
- Excuse me, could I say one thing?
- May I please add something?

GIVING YOUR OPINION

Let's imagine you believe the strategy will be a success. You could say:

- I strongly believe that it will be a success.
- I'm positive that...
- I'm convinced that...
- I have no doubt whatsoever that...
- In my experience...

AGREEING / DISAGREEING

Once other people in the meeting have expressed their opinions, you can react by agreeing or disagreeing:

- I completely agree
- I couldn't agree more.
- I'm with them / [name of person] on this.

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In English, saying “I disagree” can be a little too direct, and may be considered impolite. Instead you could say:

- I’m afraid I disagree.
- I’m not so sure about that.
- I see it differently.

If you strongly disagree, the words “I’m sorry” make the phrase more polite.

- I’m sorry, but I completely disagree.
- I’m sorry, but I don’t agree with that at all.

Break/ Lunch Room

Watercooler talk- refers to the casual conversations people in the office have with one another when they're visiting the water cooler.

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