The paper free office

What can you see when you look at your office desk? Probably lots of things on it: books, brochures, files, notepads, newspapers, some pens, paper clips, documents, a stapler, a keyboard or a laptop, a printer perhaps? Not too tidy, is it?

But in many companies it's very important to have a tidy office. Some companies say that workers can't leave documents or paper on their desk at the end of the day. So employees put all the documents into filing cabinets or drawers. Experts say that a person who works at an untidy desk is not organized and spends about one-and-a-half hours a day looking for things. An organized worker always has a tidy workspace.

But is that true? Research shows that there are two types of worker. The first type is the "filer" – they receive a document and immediately file it. The second type is the "piler" - they have piles of paper on their desk. Who do you think can find things more quickly? The answer may surprise you.

Workers who file everything have a tidy desk, but they file too much. As a result their files and filing cabinets take a lot of space in the office and, moreover, there are so many files that it takes time to remember where a particular document is.

The "pilers" often have an untidy desk, but they aren't always disorganized. Some experts say that a busy desk helps "pilers" to think about current projects and makes it easy to find documents.

So next time you want to tidy your desk, stop and think. Perhaps an untidy one makes it easier to find things! ☺

Ex. 1 Find and match the English equivalents of these words:

1. badania	• brochure
2. bieżący	• current
3. biurko	• desk
4. drukarka	• drawer
5. klawiatura	• file
6. notatnik	• filing cabinet
7. obszar roboczy	• keyboard
8. prospekt	• notepad
9. segregować, układać	• paper clips
10. spinacze	• pile
11. sterta, stos	• printer
12. szafa na dokumenty	• research
13. szuflada	• stapler
14. teczka	• tidy
15. uporządkowany	• to file
16. zszywacz	• workspace

Ex. 2 Complete these expressions with missing prepositions (in, at, on etc.):

1. look _____ your desk

2. lots of things _____ it

3. _____ the end _____ the day

4. put documents _____ filing cabinets

5. work _____ an untidy desk

6. spend time looking _____ things

I know English idioms!

This lesson's text deals with the topic of paper. Let's observe the key word in this idiomatic expression:

- to put/set pen to paper = *to start to write (wziać się do pisania, chwycić za pióro)*

- ➢ It's time you put pen to paper and replied to that letter from the dissatisfied client.

Phrasals, phrasals…

The word "paper": can also be used as a phrasal verb:

- to paper over sth = *to hide an unpleasant situation to make people believe that it does not exist (zataić, ukryć coś)*

- ➢ The CEO tried to paper over the company's infamous secrets.

Grammar corner

The text contains such pairs of words:

- *tidy – untidy*
- *organized – disorganized*

They are the so-called antonyms – words of opposite meaning. To create them we need some negative particles, the most important of which are: *un-, in-, im-, dis-, il-, ir-, non-*

Some of the prefixes are used according to the rule of the first letter of the original word, e.g. **il**legal, **ir**regular, **imp**ossible (words beginning with *p* almost always take *im-*) but others follow no rules or there are exceptions too.

Make these words "negative" using the correct particles:

1. _____approve
2. _____charge
3. _____happy
4. _____legible
5. _____load

6. _____logical
7. _____loyal
8. _____moral
9. _____perfect
10. _____profit

11. _____reasonable
12. _____responsible
13. _____safe
14. _____satisfied
15. _____secure

GLOSSARY	
paper free	bez papieru
to look at	patrzeć na
(office) desk	biurko
brochure	prospekt, broszura
file	teczka
notepad	notatnik
paper clip	spinacz (do papieru)
stapler	zszywacz
keyboard	klawiatura
printer	drukarka
(un)tidy	(nie)uporządkowany
to leave	zostawiać
at the end of the day	pod koniec dnia
filing cabinet	szafa na dokumenty
drawer	szuflada
(dis)organized	(nie)zorganizowany
one-and-a-half	półtorej
to look for	szukać
workspace	obszar roboczy
research	badania
to receive	otrzymać
immediately	natychmiast
to file	segregować, układać
pile	sterta, stos
to surprise	zaskoczyć
to take space	zajmować miejsce
particular	konkretny
current	bieżący
to find	znaleźć

ANSWER KEY:

Ex. 1

1. research
2. current
3. desk
4. printer
5. keyboard
6. notepad
7. workspace
8. brochure
9. to file
10. paper clips
11. pile
12. filing cabinet
13. drawer
14. file
15. tidy
16. stapler

Ex. 2

1. look at your desk
2. lots of things on it
3. at the end of the day
4. put documents into filing cabinets
5. work at an untidy desk
6. spend time looking for things

Grammar corner

1. disapprove
2. discharge
3. unhappy
4. illegible
5. unload
6. illogical
7. disloyal
8. immoral
9. imperfect
10. non-profit
11. unreasonable
12. irresponsible
13. unsafe
14. dissatisfied
15. insecure