

## My Office

Like most offices, my office is a place where I can concentrate on my work and feel comfortable at the same time. Of course, I have all the necessary equipment on my desk. I have the telephone next to the printer on the right side of my desk.

My computer is in the center of my desk with the monitor directly in front of me. I have a comfortable office chair to sit on and some pictures of my family between the computer and the telephone. In order to help me read, I also have a lamp near my computer which I use in the evening if I work late. There is plenty of paper in one of the cabinet drawers. There are also staples and a stapler, paper clips, highlighters, pens and erasers in the other drawer. I like to use highlighters to remember important information. In the room, there is a comfortable armchair and a sofa to sit on. I also have a low table in front of the sofa on which there are some industry magazines.



**Ex. 1 Find in the reading text the English equivalents of these words:**

1. skoncentrować się
2. komfortowy
3. biurko
4. drukarka
5. zdjęcie
6. używać

**Ex. 2 What collocations can you make with the words in these two boxes?**

important / industry / low / necessary / office / paper
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chair / clips / equipment / information / magazine / table
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1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**Ex. 3 Translate these sentences using words from the exercises above:**

1. Mój fotel biurowy nie jest zbyt wygodny.
2. Lubię przejrzeć (*browse*) czasopisma branżowe w wolnej chwili.
3. Czasem ciężko mi się skoncentrować w moim biurze.

### ***I know English idioms:***

*Today, let's focus on one of the key elements in every office: "paper". Here's a paper-related idiom:*

- a paper chase = *the activity of dealing with many different documents in order to achieve something*
- It's real paper chase when you want to receive even the smallest amount of financial aid from state institutions.

### ***Phrasals, phrasals...***

*And here's how "paper" may form a phrasal verb:*

- to paper over = *to try to hide a problem or disagreement instead of finding a good solution to it (zataić, ukryć)*
- I'm afraid we're only papering over the problems, not really solving them.

### ***Grammar corner...***

*Complete these extracts of the text with missing prepositions: between / in / near / next / on.*

"(...) I have all the necessary equipment \_\_\_\_\_ my desk. I have the telephone \_\_\_\_\_ to the printer \_\_\_\_\_ the right side of my desk. My computer is \_\_\_\_\_ the center of my desk with the monitor directly \_\_\_\_\_ front of me. I have a comfortable office chair to sit on and some pictures of my family \_\_\_\_\_ the computer and the telephone. In order to help me read, I also have a lamp \_\_\_\_\_ my computer which I use in the evening if I work late. There is plenty of paper \_\_\_\_\_ one of the cabinet drawers. There are also staples and a stapler, paper clips, highlighters, pens and erasers \_\_\_\_\_ the other drawer. "

## GLOSSARY

office	biuro
most	większość
to concentrate	skoncentrować się
to feel	czuć się
comfortable	komfortowy/o
at the same time	jednocześnie
necessary	niezbędny
equipment	sprzęt
desk	biurko
next to	obok
printer	drukarka
right side	prawa strona
directly	bezpośrednio
in front of	przed
office chair	fotel biurowy
picture	tu: zdjęcie
between	między
in order to	w celu, aby
to use	używać
plenty of	mnóstwo
cabinet	szafka
drawer	szuflada
staple	zszywka
stapler	zszywacz
paper clip	spinacz
highlighter	zakreślacz
eraser	gumka
armchair	fotel
low table	niski stolik
industry magazine	czasopismo branżowe

## ANSWER KEY

Ex.1

1. concentrate
2. comfortable
3. desk
4. printer
5. picture
6. use

Ex.2

1. necessary equipment
2. office chair
3. paper clips
4. important information
5. low table
6. industry magazine

Ex.3

1. My office chair is not very comfortable.
2. I like to browse industry magazines when I have some free time.
3. It's sometimes difficult for me to concentrate in my office.

Grammar corner

Check your answers with the reading text.