

## problems about **offices**

- Read the problems below and discuss possible solutions.



# Ask Anita!

**Dear Anita,**

I'm a secretary in a large company and I like my job most of the time, but I have a problem. Sometimes I feel that my nine-to-five job is a little boring. I file papers and type letters and photocopy reports – I do the same thing every day! I don't want to change my job. I just want to know how I can make my job more interesting. Do you have any ideas?

**Alison**

**Dear Anita,**

My husband and I are starting our own small business, and we still need to buy the following things: (1) a computer, (2) a desk, (3) a fax machine, (4) a file cabinet, (5) a photocopier, and (6) a telephone. The problem is that we don't have enough money yet to buy all of these things. Right now we only have enough money to buy three of them. Which three things do you think are most important for a company, Anita?

**Margaret**

**Dear Anita,**

Last week our boss had a meeting for all the staff, all one hundred people. He said the company isn't making very much money, so everyone needs to work much harder than before. The lunch break will be only 30 minutes, and we will not have any more morning or afternoon coffee breaks. Of course, we aren't happy about this, because we already work so hard, but what can we do?

**Gerald**



- Compare your solutions with different classmates. Do you agree or disagree with their ideas?