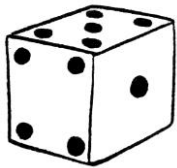


Let's Talk

OFFICE



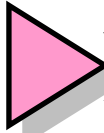
- Find your question by rolling your die twice. The 1st roll determines the number on the top. The 2nd roll determines the number on the left. **Talk for one / two minute(s) about that topic.** Your classmates will ask you follow-up questions. Your classmates can ask you anything if you land on "Ask Any Question".



1 2 3 4 5 6



1



Ask any question!	Would you like to work in an office cubicle?	Would you prefer working in a small or large office?	Describe what a typical office looks like.	Would you rather be a boss or a secretary?	Talk about why people work in offices.
How can an office manager be a 'good' manager?	Should every office have a time clock?	How long should lunch breaks be?	Ask any question!	What are some good things about working in an office?	Are coffee breaks a good idea?
Why do many offices have a lobby?	What are some bad things about working in an office?	An e-mail or a meeting: which is better?	Describe the work a receptionist does.	Compare pens and pencils.	Ask any question!
Compare e-mail and fax machines.	Ask any question!	Could offices operate without photocopiers?	Which office supplies are most important?	Would you like to be an office manager?	Describe different kinds of office furniture.
Compare scissors and paper cutters.	How have offices changed in the last 100 years?	Do you / would you enjoy working in an office?	Would you enjoy working in a windowless office?	Ask any question!	An unfriendly co-worker: what would you do?
Sitting at a desk or standing all day: which is better?	Will the Internet and phones one day replace offices?	Ask any question!	Describe the work of an office secretary.	How will offices change in the next 100 years?	A 20 th floor office or a 1 st floor office: which is better?