

## Dialog between two workmates

Jack: Hey Don, how's your first week going?

Don: Pretty good thanks. Everyone is really nice, but it is hard to remember everyone's name. It's Jim, isn't it?

Jack: Almost, Jack. Don't worry, it took me almost a year to remember everyone.

Don: I hope I get it before then, I'm usually pretty good with names.

Jack: You may want to check the [dress code](#) again. Sheila won't be happy if she sees you wearing those trainers and she has a temper.

Don: I am supposed to have my [orientation](#) today at 3pm and they said she would talk about the dress code then, but thanks for the warning. Sheila is the woman [in charge of](#) human resources, yeah?

Jack: Yes, that's her. I'm not surprised that you remember her already.

Terry: Don, I have Mr Timms on the line for you. Can I [put him through](#)?

Don: No, can you tell him I will call him back in 5 minutes I need to check his file first.

Terry: Sure thing.

Jack: Hey Terry, how long will you be [filling in for](#) Sarah?

Terry: I think she is back tomorrow. I'll be glad to get back to my office. I have no idea how you guys cope with this [open-plan](#) setting, it is far too noisy to concentrate. In our [department](#) we need peace and quiet to work well.

Don: I actually like the [cubicles](#). It gives a much more friendly feeling than when everyone is in their own office with the door closed. We had that at my last job and it wasn't nice.

Terry: You must be joking. I can hardly hear myself think when someone starts [shredding](#) paper in here.

Jack: Same here Don, but Terry comes from a time when [white-collar](#) work meant having your own office. He doesn't like all the changes that happened here recently.

Don: What kind of changes?

Jack: Well the cubicles for one, but also all of the senior staff members used to have their own assistant to help with the [paperwork](#) and [filing](#) but now they have to do it themselves.

Don: Oh, I can see why they wouldn't like that. All of that [admin](#) work can be very time consuming, and it is pretty boring too!

Jack: Yeah but if you ask Sarah nicely she will do some of it for you. She just doesn't like Terry that much.

Don: Oh, where are the [filing cabinets](#) anyway? I haven't noticed any around the office.

Jack: No, they are in the annex with the [photocopier](#). Turn left when you go into the building and then down to the end of the corridor and through the [double doors](#) at the end.

Don: Great, I will need that later on.

Jack: Anyway, I'd better get back to work. Enjoy your orientation later on, and don't let Sheila scare you too much. She is a nice lady when you get to know her.

Don: Thanks Jack. See you later.

## **Discussion Questions**

What do you think is the hardest thing about starting a new job?

Are dress codes a good idea in offices? Why?

Would you prefer to work in an open-plan office or a traditional office? Why?

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