

Get ready!

1 Before you read the passage, talk about these questions.

- 1 What types of machines are found in an office?
- 2 Where do people find information about office equipment?



copier



printer



answering machine



dictation machine

New Business Daily
Vol. 14, No. 1

Office Machinery on a Budget

BY SAM BURNS

Every office needs equipment ... but it can be so expensive. Still, there are ways to outfit an office cheaply and efficiently. Here's how:

First, buy a **four-in-one printer**. This acts as a **printer, copier, fax machine** and **scanner**. Save up to 70% by purchasing only one machine.

Also, look for good quality used

equipment. A **shredder** or **dictation machine** doesn't have to be new. Just make sure that everything still works.

Finally, look for a **telephone** and **answering machine** combination, too. Or, skip the answering machine and order **voice mail** with your telephone service package.

shredder

Reading

2 Read this article from a business magazine. Then, choose the correct answers.

- 1 What is the main idea of the article?
 - A how to pay for office equipment
 - B how to maintain office equipment
 - C problems with used office equipment
 - D tips for saving money on office equipment
- 2 People who order ___ do not need an answering machine.
 - A a dictation machine
 - B voice mail service
 - C a fax machine
 - D four-in-one printer
- 3 What advice does the article give to people buying a used shredder?
 - A shop around for the best price
 - B ask for a discount
 - C make certain that it still functions well
 - D buy a dictation machine at the same time

Vocabulary

3 Match the words (1-7) with the definitions (A-G).

- | | |
|-------------------|------------------|
| 1 ___ printer | 5 ___ telephone |
| 2 ___ fax machine | 6 ___ voice mail |
| 3 ___ shredder | 7 ___ copier |
| 4 ___ scanner | |

- A a machine that makes paper copies of pages
- B a machine that cuts paper into thin strips
- C a device that reads images and copies them into a computer
- D a machine that sends copies of pages over telephone lines
- E a device used to speak to someone in another place
- F a machine used to print pages and photos from a computer
- G a system where people leave recorded telephone messages

4 Write a word that is similar in meaning to the underlined part.

- Sara has a telephone with a message recording device attached.
a _ _ _ _ r _ _ _ _ _ c _ _ _ _ e
- George has a small office, so he got a multi function machine to save space.
_ _ u _ _ _ _ o _ _ _ _ _ n _ _ _ _
- Sheila types her boss's notes from a voice recording device.
d _ _ t _ _ _ _ _ m _ c _ _ _ _ _

5 Listen and read the article again. How can companies save money on office equipment?

Listening

6 Listen to a conversation between a business owner and a sales clerk. Mark the following statements as true (T) or false (F).

- The customer wants to buy a telephone.
- The clerk suggests a four-in-one-printer.
- A four-in-one-printer is twice as expensive as a printer.

7 Listen again and complete the conversation.

Clerk: Good afternoon, Madam. Welcome to Office Supplies Incorporated. Can I help you find something?

Business Owner: Thank you. I'm looking for a combination printer and 1 _____.

Clerk: We have those. But have you considered a 2 _____?

Business Owner: A four-in-one? What else does it have?

Clerk: A fax machine and 3 _____. And it costs about as much as a printer.

Business Owner: Is it 4 _____ to operate?

Clerk: Yes, very. Plus, it doesn't 5 _____ much space.

Business Owner: That 6 _____ perfect.

Speaking

8 With a partner, act out the roles below based on Task 7. Then, switch roles.

USE LANGUAGE SUCH AS:

I am looking for...
Have you considered...?
Is it easy to operate?

Student A: You are a clerk at an office supply store. Answer Student B's questions and make suggestions.

Student B: You are a business owner. You want to buy some office equipment. Talk to Student A about:

- the item you want to buy
- similar equipment
- using the equipment

Writing

9 Use the conversation from Task 8 to fill out the notes.



Office Supplies Incorporated Customer Notes

Sales Clerk _____

Customer: _____

Item: _____

Notes: _____
