



Vocabulary

Hierarchy: a ranking system ordered according to status or authority.

Agenda: a list of items to be discussed at a meeting.

Client Liaison: is someone who acts as an intermediary between the business and the clients.

Targets: an objective or result towards which efforts are directed: *a sales target*.

Recruit: enroll (someone) as a member or worker in an organization

Appraisal: a formal assessment of the performance of an employee.

Vocabulary

Cubicle :a small partitioned-off area of a room.

Filing cabinet :is a piece of office furniture usually used to store paper documents in file folders.

Pantry area :a small room in which food, crockery, and cutlery are kept.

Vending machine :a machine that dispenses small articles when a coin or token is inserted.

- Parking space- A parking space is a location that is designated for parking, either paved or unpaved.
- Afternoon off of work- The employee has the entire afternoon of a particular day free.
- Lunch with the boss (out of office and the boss pays)- This may be in the form of a meeting.
- Movie/game/play tickets – Employees are given these tickets as an incentive to work harder.
- Snooze day (allowed to come in late) –The employee is allowed to come in late at certain times.
- Golf with the boss- This again may be for a meeting or even recreational purposes.
- Leave 1-hour early/come in 1 hour late- This is allowed for special occasions, or emergencies.

- Office redecorated or cleaned – When the entire office has been redecorated or cleaned, it improves the mood of the employees, and increases their productivity.
- Gas and car wash gift certificates – These certificates are provided to employees as an incentive to work harder and better.
- Jeans on Fridays- Most offices allow casual clothes on Fridays and even the weekends. This allows the employees to break away from the corporate work attires like suits, blazers and formal shirts and dress in a more relaxed manner.

A room in which a board of directors of a company or other organizations meet regularly.



A meeting with in progress.



A vending machine in the office where employees can purchase their snacks.



A picture of an appraisal form with the various ratings.



| RATING | |
|-------------------------------------|---------------|
| <input checked="" type="checkbox"/> | Exceptional |
| <input type="checkbox"/> | Exceeds Req |
| <input type="checkbox"/> | Meets Require |
| <input type="checkbox"/> | Needs Impro |

Images of cubicles in different offices.



A filing cabinet used to keep files and various other records in the office.



An office pantry.



Hierarchy in an office.





A person giving a presentation.

Employees in a typical office environment.





| Reviewed By | Reviewed On | Comments / Changes Made |
|-------------|-------------|--|
| Anisha | 14.09.2015 | N.A. |
| Shilpa | 04.03.2016 | Picture changed on the first slide as it was blurr |