AT THE OFFICE



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Vocabulary

Reception: (in this context) the place in a hotel or office building where people go when they first arrive.

To Report To Somebody: someone you report to at work is the person in authority over you who gives you tasks and checks that you do them.

Payroll: (in this context) the activity of managing the money that is paid to employees.

Employee Handbook: a document for employees that gives information on how a company works, its rules, how employees are paid, etc.

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Business Casual: relating to or denoting a style of clothing that is less formal than traditional business wear, but is still intended to give a professional and businesslike impression.

Dress Code: (in this context) an accepted way of dressing for a particular occasion or in a particular social group.

Ambience: the character of a place or the quality it seems to have.

Workspace: also workplace, the office, desk, etc. where someone works.

Cubicle: a small office space that is made by putting up low walls in a larger room.

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