# 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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