

Audio scripts

C: I can work better at home – no interruptions.
I: So, can you work from home any time you want?
C: Yeah.
A: Do you need to ask for permission from your manager first?
B: No, we don't.
I: Do you have to go into the office for meetings?
B: No, every meeting is optional.
C: We can attend meetings if we want but we don't have to. Meetings can waste a lot of time so we try not to have too many.
B: We have a lot of conference calls now.
C: Yes, we have laptops and Blackberries so we can carry our office around with us.
I: So, there are no rules about the hours you work?
C: Well, there's one.
I: What's that?
C: We're not allowed to talk about the hours anybody works.
B: That's right. People shouldn't feel guilty if they take an afternoon off.
I: I see. So, should all companies allow their employees to work from home?
B: Well, not everyone likes it.
C: Some managers think we should be in the office, so they can see we're working.
I: Mmm.
B: And they think we can't exchange ideas as well.
I: Uhuh.
C: And my wife doesn't like it much.
I: Why's that?
C: I work in an international team with people in different time zones. They often call me at night. There's no separation between work and personal time any more.
B: Right. My husband complains about it, too. He says I can't relax because I bring the office home with me.

7C, Page 58, Exercises 2 and 3

A = Woman, S = Sam
A: Sam. I need your help ...
S: Sure, what's up?
A: I'm scheduling a meeting and I don't know what to do.
S: Oh, it's easy. First, you want to open up your Meeting Manager program.
A: OK.
S: Then select the date.
A: Uhuh.
S: After that, choose a room ... That's right. Now select a time. That's great. Now click 'enter'. Good. ... Oh, that's strange.
A: Nothing's happening.
S: Hang on ... Let's slow down ... OK, go back and try doing it again.
A: OK.
S: Try not to click too fast.
A: No, it still doesn't work.
S: Ah, I see the problem. We have to type the cost centre number in the box on the left.
A: But I don't have a cost centre number.

S: You don't?
A: No.
S: Then you need to ask your manager to give you one.
A: Oh, I see. I just need to get a number.
S: That's right.
A: Thanks, Sam. That's what I needed to know.
S: You're welcome. Just let me know if you need any more help.

8A, Pages 62 and 63, Exercises 5 and 6

1
A = Woman 1, B = Woman 2
A: We had one when our children were young. But this one's much bigger and heavier.
B: Oh, yes. Everything's changed now. Have you seen inside?
A: No.
B: The controls are wonderful. They look like something from the space shuttle.
A: The one we had didn't even have a cup holder.

2
A = Woman, B = Man
A: I love it! You can carry it in your shirt pocket.
B: Yes. That's why I chose it.
A: It's so small.
B: Yes, but you should see the instruction manual it came with. It has more than five hundred pages.
A: Oh, dear.
B: I haven't read it but I need to. There must be a button that says 'automatic' somewhere.
A: It's too complicated.
B: Yes, I just want to point and click.

3
A = Man 1, B = Man 2
A: I like the design.
B: Yes, and it has all kinds of features.
A: Does it have a camera?
B: Yes, it can take pictures, download emails, wake me up in the morning and beat me at chess.
A: Amazing.
B: But I've had problems making calls. The volume comes and goes.
A: That's a problem because that's why you bought it.
B: That's right.

4
A = Woman 1, B = Woman 2
A: I need a new one of these.
B: This one's great. We've had it for about a month.
A: Has it been reliable?
B: Yes, and really useful. It scans, shrinks, faxes and copies.
A: The only thing it can't do is make coffee.
B: That's right. You still have to do that yourself.

8C, Page 67, Exercises 5 and 6

A = Man 1, B = Woman, C = Man 2
A: Those young people are there again.