

Lesson 33: Reporting Office Equipment Trouble

By Xandra

1. Dialogue

First, repeat after your tutor. Then, practice each role.

Jimmy is the technician at Akemi's company. Akemi is having some trouble with the copying machine. She's talking to Jimmy on the phone.

Akemi: Hello. This is Akemi from Mr. Hudson's office. Can I speak to a technician, please?

Jimmy: Hi, Akemi. This is Jimmy. How can I help you?

Akemi: I'm calling about the copying machine in our office.

Jimmy: I see. What's wrong with it?

Akemi: I'm not sure, but it won't make copies.

Jimmy: Do you mean to say that there's no paper coming out of it?

Akemi: Yes, that's right. And it's making a strange sound.

Jimmy: It's probably just a paper jam. Do you know how to clear a paper jam?

Akemi: I'm sorry. I don't know how to fix it **on my own**.

Jimmy: Alright. I'm in the middle of something right now. But I'll be in your office in an hour.

2. Today's Phrase

First, repeat after your tutor. Then, make a few sentences using Today's phrase.

1. A: Who did the paint job in your room?

B: I just painted it **on my own**.

2. Jane prepared a meal for 30 people **all on her own**.

3. Despite not having a college degree, he was able to establish a prosperous business **on his own**.

* **(all) on one's own** / 独りで、単独で、独力で

3. Your Task

The computer in the office is too slow and it suddenly shuts down while you're in the middle of work. The computer is really old and needs to be replaced. Talk to your boss (your tutor) about the old PC. Suggest buying a new one, and explain that a reliable computer is necessary in the office.

4. Let's Talk

Who do you call when equipment breaks down in the office?

Why should we use a warranty service for defective office equipment?

Should office workers also have knowledge in repairing office equipment?

Why do you say so?

5. Today's photo

Describe the photo in your words as precisely as possible.



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