Questions for discussion:

**Topic 1. Workspace**

1. What are some common office supplies?
2. Why should an office be well-stocked with supplies?
3. What are some common pieces of office equipment?
4. Why is it important to keep equipment properly maintained?
5. What are some different areas in an office?
6. Where is an office’s reception desk usually located?
7. What are the most common office positions?
8. Why is it beneficial to get experience as an intern?
9. Which staff provide financial advice to companies?
10. Which staff provide computing expertise?

**Topic 2. Work and pay**

1. What are some types of businesses?
2. Why is it important to understand different business types?
3. What are some different types of work?
4. What are some pros and cons of different types of work?
5. What are some benefits given to employees?
6. Why do businesses offer benefits?
7. What are some departments into which a company is typically divided?
8. Which departments help employees do their jobs?
9. What are some of the titles of corporate leaders?
10. What are their responsibilities?