



Unit 4 Setting up a home office

Before you read

This article is about telecommuting. Think about these questions. Do you know anyone who works from his or her home? Would you rather work from home or commute to your job? Why?

Read the article

The Perfect Commute?

A lot of people are telecommuting instead of traveling to their office every day. And working from home sounds great! You can wear your pajamas to work. You can have the TV on all day or listen to loud music. But telecommuting isn't right for everyone. Here are some helpful tips and information to think about as you try to decide if telecommuting is right for you.

Talking to your boss

It's important to discuss the decision to work from home with your boss. Make sure he or she understands that you are prepared to get the job done even when you are not in the office.

Thinking about you

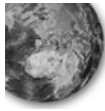
Most importantly, consider your personality. Do you enjoy being alone? Can you stay focused and interested without being around and talking to other people? People who telecommute are alone a lot. People who need the energy of co-workers and the discipline of a busy office will probably not be happy telecommuting.

Setting up your home office

First, you need to create a space in your home for an office. If possible, try not to use your living room or your bedroom. If you have to use your living room or bedroom, make sure that part of the room is for work only. It's important to separate your work space from your living space as much as possible.

Buying office equipment and supplies

Next, think about the office equipment and supplies you need to do your job. You will need a desk, a filing cabinet, a computer, a printer, Internet access, a fax machine, and a telephone. But before you go to the office supplies store, work for a few days in your new home office. This will help you decide what you really need when you're working from home.



Build your reading skills: Making inferences

Read the article again. Write **Yes** next to a quotation if the person who says this should telecommute. Write **No** if the person should not work from home.

1. "I like to have a lot of noise like loud music when I work." Yes
2. "My boss doesn't think telecommuting is a good idea." _____
3. "I prefer to work with other people, and I don't like to be alone a lot." _____
4. "I have an extra room in my house. I can use it for my home office." _____
5. "I don't want to spend money on office equipment." _____

Check your comprehension

Circle the letter of the answer that completes each sentence.

1. Telecommuting is a good idea for _____.
 - a. everyone
 - b. some people
 - c. people who work
2. It's important for your boss to know that you'll _____ if you telecommute.
 - a. go to the office
 - b. work alone
 - c. complete your work
3. Telecommuting is not a good idea for someone who _____.
 - a. can stay focused
 - b. likes to work face-to-face with people
 - c. enjoys working alone
4. It's important to choose a space _____ when you set up a home office.
 - a. that is for work only
 - b. where you can work and relax
 - c. like your living room or bedroom
5. It's a good idea to buy all your office supplies a few days _____.
 - a. after you finish telecommuting
 - b. before you start to telecommute
 - c. after you start to telecommute