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business operation 企业经营 office procedures 办公室流程 badge n. 名牌；识别证 Employees should wear their badges at all times in the building. 员工在大楼内必须随时佩戴名牌。 coworker n. 同事 Shelly always goes to lunch with the same coworkers. 雪莉总是固定和那几位同事去吃午餐。 dress code 服装规定 We have a casual dress code. 我们对上班服装规定很宽?。 escort v. 陪同 Jenny, could you escort our visitor to the door? 珍妮，麻烦你送我们客人到门口。 inventory n. 库存 The company doesn't need to keep inventory, unlike its competitors in online retailing. 不像其它线上零售业的竞争者，该公司不需要有库存。 meeting room 会议室 Let's head over to the meeting room where we'll have more space. 我们到会议室去，那有比较多空间。 punch in 上班打卡 Jason usually punches in around 8:50 a.m. 杰生通常大约在早上八点五十打卡上班。 receptionist n. 柜人员；接待人员 As Sam came in the door, the receptionist greeted him. 当山姆进门时，接待员前来招呼他。 requisition form 需求单 You need to fill out the purchase requisition form and have it signed by your supervisor. 你必须填写购买需求单，并让你的管理者签字。 security guard 保全人员 There are two security guards in the lobby. 大厅有两位保全人员。 security system 保全系统 Cary put his key card into the security system slot. 凯瑞将他的钥匙卡插入保全系统。 shredder n. 碎纸机 Our shredder is broken, so I'll tear

these confidential documents up manually. 我们的碎纸机坏掉了  
，所以我会徒手将这些机密文件撕碎。 stockroom n. 储藏室  
You can walk to the stockroom to see if there ' s any toner cartridge  
left. 你可以到储藏室看看碳粉匣有没有剩。 swipe card 刷卡  
What if I lose my swipe card? 如果我弄丢了刷卡该怎么办？ 点击  
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