Task 9

BUSINESS MATTERS 2

1. You are going to read an article about recommendations on arranging a computer workstation. Before you read, look at the title of the article. Do you have any experience with arranging a computer workstation? If yes, can you give any recommendations?
2. Read the article and write the headings in the correct paragraphs (A-H).

1 Breaks

2 Posture

3 Monitor Positioning

4 Types of work

5 Chair

6 Desk

7 Type of computer

8 Length of use

1. Explain the following words (underlined in the text). You may use the Oxford Advanced Dictionary Online to look up a definition: <https://www.oxfordlearnersdictionaries.com/>
2. ergonomic
3. feature
4. priority
5. inherently
6. wobble
7. posture
8. Read the article again. Answer the questions.
9. Why is it important to choose a comfortable chair?
10. What is a high priority for word processing?
11. How many points are there for monitor positioning mentioned? What are they?
12. How can we ensure good user posture? Are there any environmental conditions, too? What are they?
13. How can you exercise or relax during the breaks?
14. What recommendations on arranging a computer workstation based on your experience can you give?