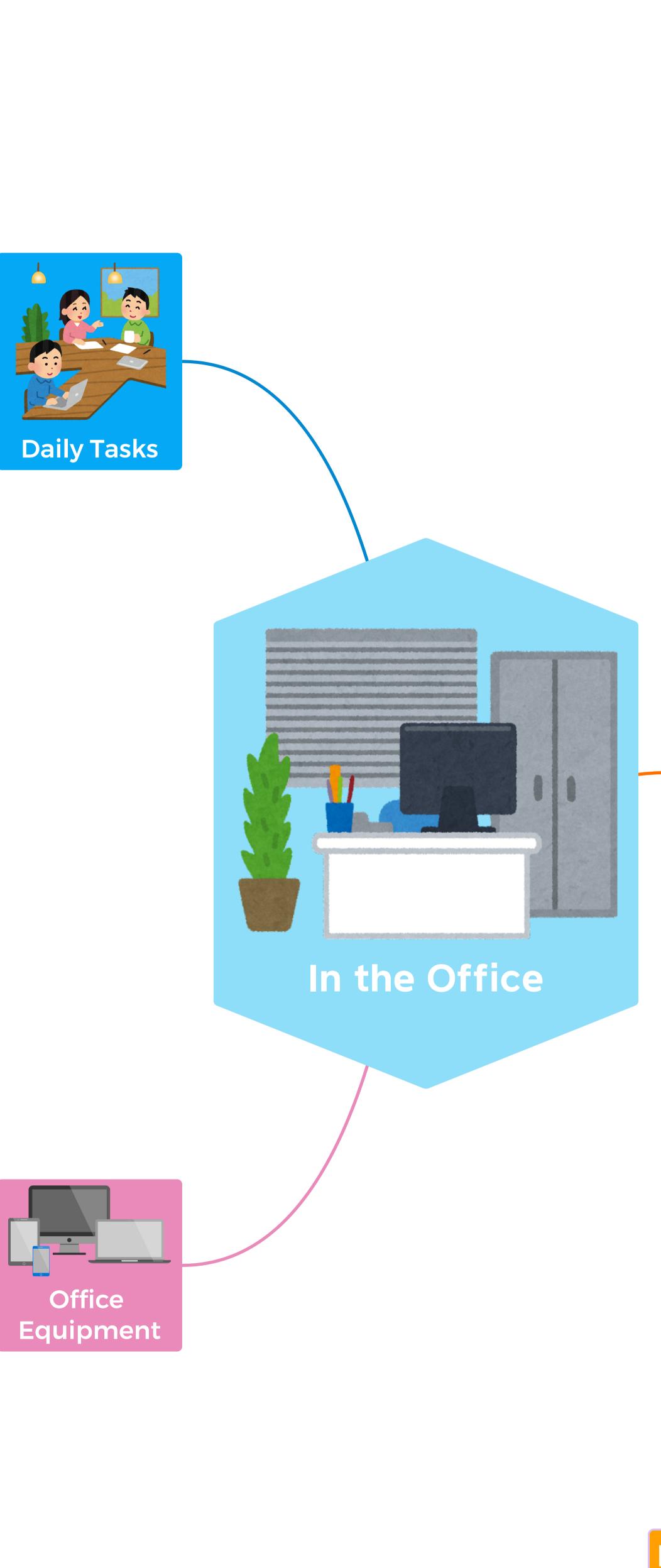


·scanner

-photocopier

-calculator





I'm responsible for various everyday office tasks, such as initially ..., followed by ..., then ..., and finally ... in the afternoon.

Expressions:

Workplace

Rules

I utilize the ... to ...
I make use of the ... for ...
I always keep a ... for ...

To adhere to the company's policy, it's crucial for everyone to ...
It's important for us to be ...