

KOENNEWS

LETTER

HOME OFFICE

OR NO OFFICE (AT ALL)

EVERYTHING YOU ALWAYS
WANTED TO KNOW ABOUT
LEARNING TO
**SPEAK
ENGLISH**
ONLINE WITH KOE
BUT WERE
AFRAID TO ASK

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HOME OFFICE

OR NO OFFICE (AT ALL)

Everyone could see this situation coming; to some extent, it was like the plot of the famed novel “Chronicle of a Death Foretold”, in which the characters knew that there was danger in the air, yet no one acted upon it. In our case, we all knew that having to work from home was a real possibility, but not all took the steps to prepare themselves for the challenge that we now face. Now, the reality that we have at our doorsteps is the following: “*Home Office or No Office (at all),*” which means that you either acquire the skills and knowledge to work from home, or there won't be any work at all. It's up to all of us. And you? What will your choice be?



Alfredo E. Clark Lindo
Director Corporativo de Monitoria

There it was, looming in the horizon. At first, no one thought it could happen, but then, everyone thought it should happen. Ultimately, it did happen and most of the world now finds itself in a state of lockdown due to the Coronavirus quarantine measures. Along with the lockdown, another reality hit, and it was having to convert our homes into a place of work (for those who have jobs in which this can actually be done), thus taking us to where we are now in which a state of *home office* has become the norm.

We have all been bombarded with memes, shared links and videos with information and advice about how to make your *home office* experience be the best it can be. We have been told about the rules and parameters that must be followed in order to make it work, but what about those people who had jobs that could not be performed from home via online? Certainly, a challenge has been presented to them and their job continuity is in jeopardy with every passing day.

What is seemingly a problem at first sight, must really be seen as an opportunity when you take a closer look. Taking advantage of your idle time and trying to improve yourself and your skills as a worker is pivotal in today's world. But it's not enough to have a good set of skills, as those must be paired with a command of the English language that will turn you into a desirable asset for companies looking for personnel who can comply with the *home office* requirements. It's no longer just about having knowledge of your craft but it's now also about being able to reach more people in the world with that knowledge, and the one way to do so is by learning how to speak English.

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.....

HOME OFFICE

O NO OFFICE (EN ABSOLUTO)



Ahí estaba, se avecinaba en el horizonte. Al principio, nadie pensó que podría pasar, pero luego, todos pensaron que debía pasar. Finalmente, sí pasó y ahora la mayor parte del mundo se encuentra confinada en un encierro debido a la cuarentena como medida de prevención contra el Coronavirus. Junto con el confinamiento, la otra realidad que nos golpeó fue tener que convertir nuestros hogares en lugares de trabajo (al menos aquellos con trabajos que permiten hacerlo), llevándonos al punto en que estamos ahora, en el que un estado de “home office” se ha convertido en la norma.

A todos nos han bombardeado con memes, compartido enlaces y videos con información y consejos sobre cómo hacer que nuestra experiencia de “home office” sea lo mejor que puede ser. Nos han dicho sobre las reglas y parámetros que debemos seguir para hacer que funcione bien, pero, ¿qué pasa con aquellas personas que tienen trabajos que no pueden realizarse desde sus casas de manera virtual? Ciertamente, se les ha presentado un reto y su continuidad laboral está en peligro con cada día que pasa.

Lo que aparentemente era un problema a primera vista, debe ser realmente visto como una oportunidad cuando lo detallamos más de cerca. Sacando provecho del tiempo libre para mejorarte a ti mismo, así como también tus habilidades profesionales, es

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Pero no basta con tener buenas habilidades, ya que éstas se deben juntar con un dominio hablado y conocimiento del idioma inglés que te llevará a convertirte en un activo deseado para aquellas empresas en busca de personal calificado que cumpla con los requisitos necesarios para el “home office”.

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esencial hoy en día. Pero no basta con tener buenas habilidades, ya que éstas se deben juntar con un dominio hablado y conocimiento del idioma inglés que te llevará a convertirte en un activo deseado para aquellas empresas en busca de personal calificado que cumpla con los requisitos necesarios para el

“home office”. Ya no basta con tener el conocimiento en tu campo, sino que también debes ser capaz de llegarle a más personas en el mundo con ese conocimiento, y la manera de hacerlo es aprendiendo a hablar inglés.

Todos pudieron ver venir esta situación; hasta cierto punto, se parecía a la trama de la famosa novela “Crónica de Una Muerte Anunciada”, en la cual los personajes sabían que había peligro en el aire, pero nadie hizo nada para prevenirlo. En nuestro caso, todos sabíamos que era una real posibilidad el tener que trabajar desde casa, sin embargo no todos tomaron las medidas preventivas para prepararse y poder superar el reto que hoy enfrentamos. Ahora, la realidad que toca nuestras puertas es la siguiente: “Home Office o No Office (en absoluto)”, haciendo alusión a que, o adquieres las habilidades y el conocimiento para trabajar desde casa, o no habrá trabajo en absoluto. Depende de todos nosotros. ¿Y tú? ¿Cuál será la decisión que tomarás?

Alfredo E. Clark Lindo
Director Corporativo
de Monitoria



EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT LEARNING TO SPEAK ENGLISH ONLINE WITH KOE BUT WERE AFRAID TO ASK



true  or false 

Online monitoring sessions and workshops at KOE are real-time meetings that allow you to interact with a monitor and with other users from different countries.

There is no need to book the sessions beforehand; users must log in 5 minutes before the scheduled times and get ready to enjoy the learning experience.

WHAT IS NECESSARY TO TAKE ONLINE SESSIONS AT KOE?

1 First, you need a computer, tablet or cellphone that is connected to the Internet (5 Mbps speed).

2 Second, you need a headset (a device that combines a headphone with a microphone) which will allow you to talk and listen while keeping your hands free.

3 Third, you must download the Adobe Connect application.

4 Finally, you have to log into *koeonline.net* and choose the monitoring session or workshop that you want to take.

READ THE TEXT AND ANSWER TRUE OR FALSE

- | | T | F |
|--|--------------------------|--------------------------|
| 1. Online sessions at KOE are real-time meetings. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Users must book their sessions 5 minutes before the scheduled time. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Users can use a cellphone or tablet to take online sessions. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Users must download the KOE Mobile application to take part in the online sessions. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Users only need a microphone to listen to the online sessions. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Users can take both online monitoring sessions and workshops. | <input type="checkbox"/> | <input type="checkbox"/> |

BOB THE ONLINE MONITOR

Hello, everyone! My name is Bob. I'm an online monitor with KOE and I have a big family. I have three kids in elementary school, so I have a very busy daily routine.

Before the Coronavirus pandemic hit, I used to get up at 05:00 am to commute to work. I live in a big city, so it takes me at least one hour to get to my workplace.

About a month ago, I started working from home. I do not need to get up so early to take the bus now. I set the alarm clock at 06:00 am and I have enough time to take a shower, have breakfast and get ready to start my first online session at 07:00 am. Giving sessions online is not very different from giving sessions face to face; however, my users seem to pay more attention now than before. I don't know why that is, but I like it.

What I also like about home office work is that I get one more hour of sleep every day and spend more time with my children. When I finish my last session, I immediately turn my computer off and help my kids with their homework. They are not going to school now, but they are learning online.

In the evening, we can't go to the park because it is closed, but we can watch TV or play cards. Now that we spend more time at home, we do more activities together and we have a lot of fun. I will miss this routine when life gets back to normal.



Read the text and answer the following questions:

1. What does Bob do?
2. How many children does he have?
3. How long does he take to get to his workplace?
4. When did Bob start working from home?
5. At what time does Bob get up now?
6. Does he have breakfast before work?
7. What does Bob like about home office work?
8. What does he do after work?
9. Are Bob's children going to school?
10. What do they do in the evening together?

HOME OFFICE



the readers' corner
intermediate and advanced

A home office is a space designated in a person's residence for official business purposes. The term can also be used to describe the administrative corporate headquarters of a large enterprise, such as the home office of a large corporation located in a particular city.

A home office is a space designated in a person's residence for official business purposes. The term can also be used to describe the administrative corporate headquarters of a large enterprise, such as the home office of a large corporation located in a particular city.

Home offices are now a big part of our everyday lives, as more people are working from home. Some may be self-employed, while others may work with a company that allows them to do their job without commuting to the office.

With costs rising, many small businesses have become dependent on home office space. Renting and furnishing a professional office space has become costly, especially in large metropolitan areas.

In order to cut down on costs, many entrepreneurs may choose to convert spaces in their own homes — a full room or a corner of their kitchens — into office space. And with the Internet and other available resources, working from home as a self-employed or small business owner becomes much more affordable and a more viable option.

People who work in certain professional industries may also choose to set up home offices. These include consultants, lawyers, accountants, and real estate agents. They may choose to use the space simply to work on their own or even meet with clients in their home office spaces.

Similarly, the rise in telecommuting has also helped boost the popularity of the home office. Certain companies may offer employees the chance to work remotely from home (or other locations), saving both time and money.

Read the text and answer the following questions:

1. What is a home office?

2. Why are home offices a big part of our everyday lives now?

3. Why have small businesses become dependent on home office space?

4. Where has renting and furnishing professional office space become costly?

5. What may many entrepreneurs choose to do in order to cut down on costs?

6. Which professions are included among those who may also choose to set up home offices?

7. What has also helped boost the popularity of the home office?

8. What are companies that offer employees the chance to work remotely from home saving?

KOE- SLANG 101



Hoy en día, con el home office y el uso de las redes sociales, es imperativo que conozcas todo lo relacionado con el “slang” (jerga) de Internet.

En una comunicación informal y coloquial en las redes sociales, o para chatear, es muy común que se utilice el “slang” de Internet, el cual está formado por abreviaturas y/o acrónimos para expresar ideas y ahorrar algo de tiempo y esfuerzo evitando escribir más letras con el teclado.

Una abreviatura es una forma corta de escribir una palabra o frase, mientras que un acrónimo es una palabra formada por las letras iniciales de cada una de las palabras que componen una frase.

Ahora te mostramos algunas de las más comunes en inglés para que estés en sintonía en el chat al comunicarte con tus amigos y/o compañeros de trabajo:

ASAP
LOL
BTW
ILY
FYI
JK
OMG
BRB
CU
G2G
PLZ
RU
R8
thx
TTYL
2B
4U
gr8
IDK
ROTFL
XOXO
TGIF
B-DAY
2moro
BFF

As Soon As Possible
Laughing Out Loud
By The Way
I Love You
For Your Information
Just Kidding
Oh My God
Be Right Back
See You
Got To Go
Please
Are You?
Right
Thanks
Talk To You Later
To Be
For You
Great
I Don't Know
Rolling On The Floor Laughing
Hugs And Kisses
Thank God It's Friday
Birthday
Tomorrow
Best Friend Forever

Tan pronto como sea posible
Reír a carcajadas
Por cierto
Te quiero/Te amo
Para tu información
Sólo bromeaba
¡Oh, Dios Mío!
Vuelvo ahora, en un instante
Nos vemos
Me tengo que ir
Por favor
¿Eres tú?, ¿estás tú?
Correcto
Gracias
Hablamos más tarde
Ser o estar
Por ti, para ti
Genial
No sé
Tirado en el suelo riendo a carcajadas
Besos y abrazos.
Gracias a Dios es viernes
Cumpleaños
Mañana
Mejor amigo por siempre



JOKE BREAK

My Internet was down for 5 minutes, so I went downstairs and spoke to my family... They seem like nice people.

"Working from home" basically means you wear an expensive watch and no pants.



JOKE BREAK

Working from home:

- PRO – You set your own hours.
- CON – You work ALL hours of the day, night, weekend, day... WAIT! What day is it?

Wow, honey! The house is so clean! Was the Internet down for a while today?

Two-Part Action Words to help you with computers

Back up: to make another copy and store it in a safe place.

Click on: to move the mouse over a button and click on it.

Go down: to stop working suddenly.

Hack into: to get into a network secretly in order to change information or steal it.

Log in: to enter your name and password into a computer or Website.

Log out/off: to exit from a computer or Website.

Plug in: to connect an electrical equipment to another or to an electricity supply.

Pop up: to appear suddenly on the screen.

Print out: to make a paper copy of something from a computer.

Scroll up/down: to move slowly up or down a page.

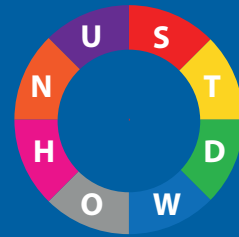
Start up/shut down:

to turn on/off a computer.

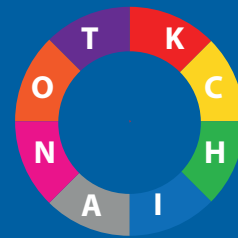
Sign up: to register with a service.
To create an account.

Type in: to write something using a computer.

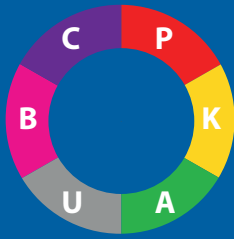
Organize the scrambled words for each construction.



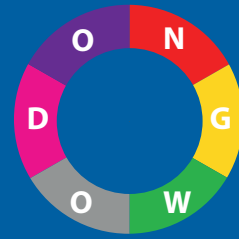
I am really tired. I think it is time to
_____ the computer.



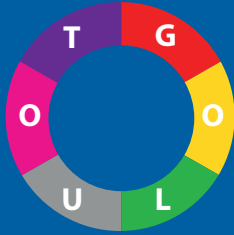
OMG! Someone could _____ my
bank account and steal all my money!



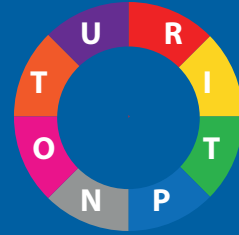
If you accidentally delete a file on your phone, don't panic. When you _____ and restore your content using the cloud, you will be able to download the file again.



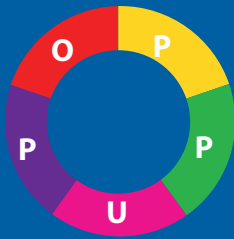
If I write a long email, my computer will _____ and I am not sure if it is dead or not.



You never know if somebody else is using your computer, for that reason you must _____ every time you access a Website.



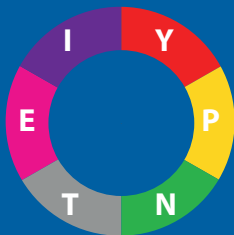
Do you know where I can _____ this _____? My printer is out of ink.



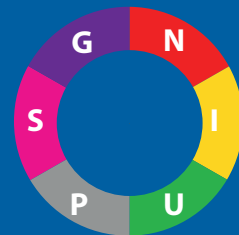
I really hate it when I am in the middle of checking out a Website and then, some giant ads _____.



If your phone stops charging, even when you _____ it _____, it doesn't mean it is time to shop for a new one.



I _____ the correct password but I keep receiving an "Incorrect Password" message. Why is this happening?



If you want to _____ for the best Online English Program, you must visit our Website koe.la

Shut Down / Hack Into/ Back Up /Log Out
Pop Up/Type In/ Go Down/ Print Out/ Plug In/ Sign Up



Find the following words:

- | | |
|----------------|-------------------|
| 1. Window | 14. Mouse |
| 2. Plant | 15. Laptop |
| 3. Printer | 16. Cellphone |
| 4. Wallclock | 17. Pencil |
| 5. Wastebasket | 18. Pen |
| 6. Mousepad | 19. Router |
| 7. Map | 20. Headset |
| 8. Drawers | 21. Monitor |
| 9. Desk | 22. Calendar |
| 10. Computer | 23. Tablet |
| 11. Chair | 24. Notebooks |
| 12. Eraser | 25. Cup of coffee |
| 13. Keyboard | |



Assign the numbers to their corresponding images.





Colombia

koe.com.co

México

koe.com.mx

Panamá

koe.com.pa

Chile

koe.cl

Ecuador

koe.ec