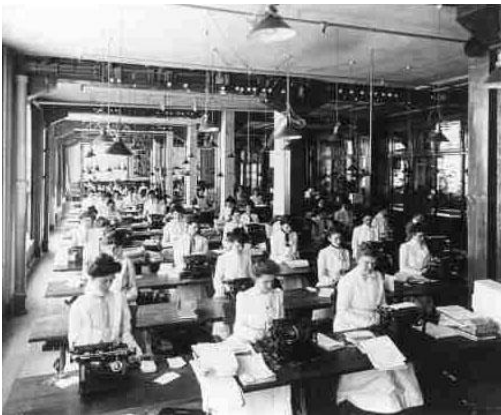## 1. Think About:

The manual office of the 1800's. ---- The door of Scrooge's counting house was open that he might keep his eye upon his clerk, who in a dismal little cell beyond, a sort of tank was copying letters. Scrooge had a very small fire, but the clerk's fire was so very much smaller that it looked like one coal. But he couldn't replenish it, for Scrooge kept the coal-box in his own room; and so surely as the clerk came in with the shovel, the master predicted that it would be necessary for them to part. Wherefore the clerk put on his white comforter, and tried to warm himself at the candle; in which effort, not being a man of a strong imagination, he failed.

'There's another fellow,' muttered Scrooge; who overheard him: 'my clerk, with fifteen shillings a week, and a wife and family.'

2. Consider:

Offices of Yester Year ---The mechanical office with typewriters, calculators, and telephones

Electronic Office of Today --- computers, phone and Internet conferencing, and many other conveniences.

3. Ponder:

The look and feel of the offices of the future. What will they have, what changes will be made and why.

4. Task:

Write an essay summarizing the evolution of the office. Discuss why the modern automated office came to be and what affected the changes that occurred over time.