

The first thing I did was to  
 go to the office and see  
 what was going on. I found  
 everything in a state of  
 confusion. The papers were  
 all over the place and  
 nobody seemed to know  
 what they were doing.  
 I decided to try and  
 get things back into  
 order. I started by  
 looking at the books  
 and seeing what was  
 missing. I found that  
 a lot of the books were  
 out of date and  
 some were missing  
 altogether. I decided  
 to get some new books  
 and to have the old  
 ones re-bound. I also  
 decided to have the  
 office cleaned up and  
 the desks rearranged.  
 I found that the  
 desks were all in a  
 row and it was very  
 inconvenient. I decided  
 to have them moved  
 so that they were  
 more convenient.  
 I also decided to  
 have the office  
 decorated. I had  
 some pictures hung  
 on the walls and  
 some plants brought  
 in. I found that  
 the office was  
 very dull and  
 I wanted to make  
 it more pleasant.  
 I also decided to  
 have the office  
 furniture replaced.  
 I had some new  
 desks and chairs  
 brought in. I found  
 that the old desks  
 were very uncomfortable  
 and the chairs were  
 broken. I decided  
 to have them replaced  
 with new ones.  
 I found that the  
 office was very  
 noisy. I decided  
 to have the walls  
 insulated and  
 the windows double-  
 glazed. I found  
 that the office was  
 very hot in the  
 summer and very  
 cold in the winter.  
 I decided to have  
 the office climate  
 controlled. I had  
 some air conditioning  
 units installed and  
 the office was  
 much more  
 comfortable.  
 I found that the  
 office was very  
 cluttered. I decided  
 to have the office  
 cleaned up and  
 the clutter removed.  
 I found that the  
 office was very  
 messy and I  
 wanted to make  
 it more organized.  
 I decided to have  
 the office files  
 re-organized. I  
 found that the  
 files were all over  
 the place and  
 it was very  
 difficult to find  
 anything. I decided  
 to have the files  
 re-organized so  
 that they were  
 more logical.  
 I found that the  
 office was very  
 inefficient. I  
 decided to have  
 the office  
 re-organized. I  
 found that the  
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 wasteful and I  
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