

OFFICE TERMINOLOGY

IT IS IN PROCESS

So wrapped up in red tape that the situation is hopeless.

WE WILL LOOK INTO IT

By the time the wheel makes a full turn, we assume you will have forgotten about it too.

PROGRAM

Any assignment that can't be completed by one phone call.

EXPEDITE

To confound confusion with commotion.

CHANNELS

The trail left by interoffice memos.

TO ACTIVATE

To make carbons and add more names to the memo.

TO IMPLEMENT A PROGRAM

Hire more people, and expand the office.

UNDER CONSIDERATION

Never heard of it.

UNDER ACTIVE CONSIDERATION

We're looking in the files for it.

A MEETING

A mass mulling by the masterminds.

A CONFERENCE

A place where conversation is substituted for the dreariness of labor and the loneliness of thought.

TO NEGOTIATE

To seek a meeting of minds without the knocking together of heads.

RE-ORIENTATION

Getting used to working again.

RELIABLE SOURCE

The guy you just met.

INFORMED SOURCE

The guy who told the guy you just met.

A CLARIFICATION

To fill in the background with so many details that the foreground goes underground.

WE ARE MAKING A SURVEY

We need more time to think of an answer.

NOTE AND INITIAL

Let's spread the responsibility for this a little.

LET'S GET TOGETHER ON THIS

I'm assuming you're as confused on this as I am.

SEE ME, OR LET'S DISCUSS

Come down to my office - I'm lonesome.