OFFICE EQUIPMENT

1- **Read and match.**

CHAIR PROJECTOR TABLE LAMP DESK SHREDDER







FILE CABINET CALENDAR LANDLINE COPIER FAX MACHINE







WATER COOLER TONER DESK ORGANIZER INTRAY CUBICLE







LIVEWORKSHEETS

2- Write a-f next to the definitions.

a. **shredder** ***...a machine used to destroy documents.***

b. **Cubicle** ***...a large set of drawers for storing files.***

c. **toner** ***...a small room made with partitions in which people work.***

d. **desk** ***...a flat surface at which people work while sitting.***

e. **file cabinet** ***... a device used for performing mathematical operations.***

f. **Calculator** ***...powdered ink used by a copier.***

3- Read the to-do list . Then, mark the sentences T (true) or F (false).

Richard,

Here is your to-do list for the day.

Thanks,

Will.

1-Replace the toner in the copier.

2-Check the landline. The fax machine is not working.

3-Empty the shredder and recycle the paper. Don't throw it into the trash.

4-Put batteries in the new calculators we received last week and then place one on each desk.

5-Make a cubicle in the southwest corner for the new worker who is starting on Manday.

6-Oil the file cabinet. It's sticking.

A. *The purpose of the to-do list is to define different kinds of office equipment.*
B. *The purpose of the to-do list is to reprimand an employee for neglecting maintenance.*
C. *The purpose of the to-do list is to outline an employee's specific duties for the day.*
D. *The purpose of the to-do list is to give suggestions on maintenance to perform.*
E. *To oil the file cabinet is not a duty in the list.*
F. *To replace the toner is not a duty in the list.*
G. *To put batteries in the new calculators is not a duty in the list.*
H. *To empty the shredder into the trash is not a duty in the list.*
I. *The employee has to check the landline because the copier is broken.*
J. *The employee has to check the landline because the fax machine is not working.*
K. *The employee has to check the landline because employees cannot make or receive phone calls.*
L. *The employee has to check the landline because a new employee is starting on Monday and needs a phone.*

LIVEWORKSHEETS