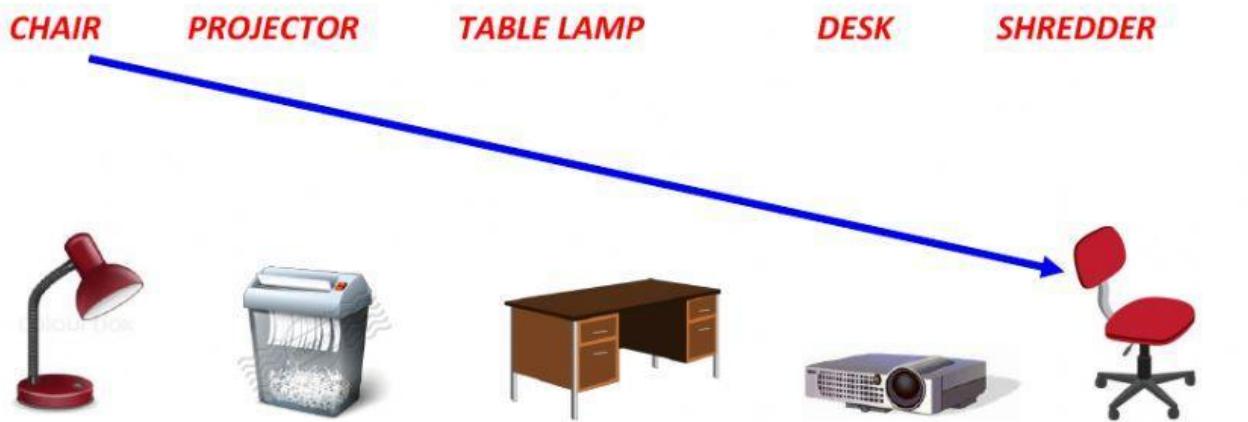
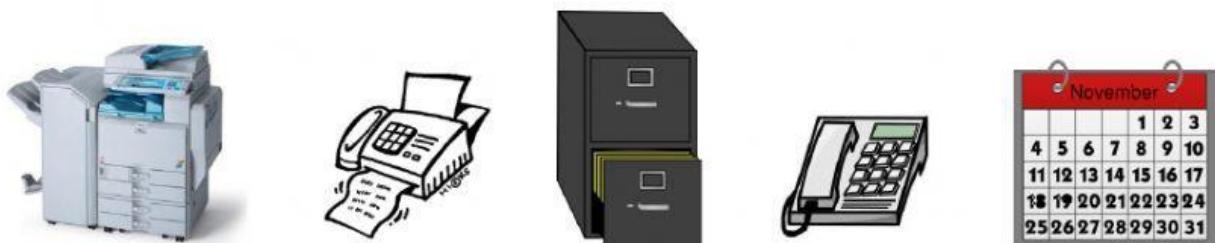


## OFFICE EQUIPMENT

1- Read and match.



FILE CABINET      CALENDAR      LANDLINE      COPIER      FAX MACHINE



WATER COOLER      TONER      DESK ORGANIZER      INTRAY      CUBICLE



**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.