HANDOUT 1

UNIT 1: OFFICE FACILITIES

I. VOCABULARY

❖ air conditioner /eə(r) kənˈdɪʃənə/	❖ monitor (n) /ˈmɒnɪtə(r)/
❖ calculator (n) /ˈkælkjuleɪtə(r)/	❖ mouse (n) /maʊs/
❖ calendar (n) /ˈkælɪndə(r)/	❖ office chair /ˈɒfɪs tʃeə(r)/
❖ check (v) /tʃek/	❖ office desk /ˈɒfɪs desk/
❖ coffee machine /ˈkɒfi məˈʃiːn/	❖ paper clip (n) /ˈpeɪpə(r) klɪp/
❖ coffee table /ˈkɒfiˈteɪbl/	❖ photocopier (n) /ˈfəʊtəʊkɒpiə(r)/
❖ conference table /ˈkɒnfərəns ˈteɪbl/	❖ photocopy (v) /ˈfəʊtəʊkɒpi/
❖ diary (n) /ˈdaɪəri/	❖ reception desk /rɪˈsepʃn desk/
❖ fax (v) /fæks/	❖ scan (v) /skæn/
❖ fax machine /fæks məˈʃiːn/	❖ scanner (n) /ˈskænə(r)/
❖ filing cabinet /ˈfaɪlɪŋ ˈkæbɪnət/	❖ security camera /sɪˈkjʊərəti ˈkæmərə/
❖ folder (n) /ˈfəʊldə(r)/	❖ shredder (n) /ˈʃredə(r)/
❖ highlighter (n) /ˈhaɪlaɪtə(r)/	❖ stamp (n) /stæmp/
❖ ink cartridge /ɪŋk ˈkɑːtrɪdʒ/	❖ stapler (n) /ˈsteɪplə(r)/
❖ keyboard (n) /ˈkiːbɔːd/	❖ tape (n) /teɪp/

Complete each sentence with ONE suitable word/ phrase based on the first given letter

Example: *I need a* ***p*****_ _ _ _** ***c*****_ _ _** *to hold these sheets of paper together.*

Answer: *paper clip*

1. How much are these in total? – Wait for a second, I'll get the **c**_ _ _ _ _ _ _ _ and count them for you.
2. **F**_ _ _ _ _ are used to hold papers, usually made of cardboard.
3. I like chatting with my colleagues around the **c**_ _ _ _ _ **t**_ _ _ _ at break time.
4. We can ask information about a company at their **r**_ _ _ _ _ _ _ desk.
5. I spend one hour writing down my working experiences in my **d**_ _ _ _ every day.
6. We can change our company's documents into pictures by using a **s**_ _ _ _ _.
7. Can I open the **a**_ _ **c**_ _ _ _ _ _ _ _ _ _ because our office is too hot today?
8. We **c**_ _ _ _ _ the security camera to learn what happened in the office yesterday.
9. If we do not put **i**_ _ **c**_ _ _ _ _ _ _ _ inside the photocopier in the Marketing department, it cannot work anymore.
10. I need some tape and **s**_ _ _ _ _ _ to wrap the products before delivering to the buyers.

LIVEWORKSHEETS

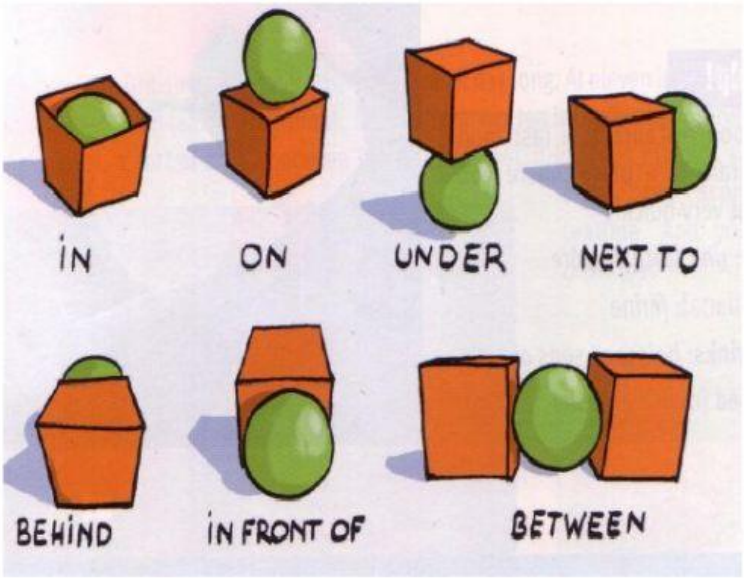
II. GRAMMAR

Language Focus 1: There is/are

We can use **There is/are** to describe what we see and to talk about things/people that are present or not present.

Positive sentences	**There's/ There is** + a/an + singular noun/uncountable noun. *E.g.: There is a calculator on the table.* *There is still some milk in the glass.* **There're/ are** + plural noun. *E.g.: There are 3 folders on the office desk.*
Negative sentences	**There isn't/ There is not** + a/an + singular noun/countable noun. *E.g.: There is not a calculator on the table.* *There is still some milk in the glass.* **There aren't/ There are not** + plural noun. *E.g.: There are not any folders on the office desk.*
Questions	**Is there** + a/an + singular noun? /uncountable noun? *E.g.: Is there a calculator on the table?* **Are there** + plural noun? *E.g.: Are there any folders on the office desk?*

Language Focus 2: Prepositions of places



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Language Focus 3: Useful structures

1	**Use + N + to +V-inf** *E.g.: We use the photocopier to make copies of documents.*
2	**S + to be + used to + V** *E.g.: Printer is used to print our documents.*
3	**S + need(s) + N + to V** *E.g.: We need a filing cabinet to store our files.*

Identify the error (A, B, C or D) in each sentence and write the correct words/ phrases

Example: *I need print (A) a hard copy of (B) this file. Is (C) there a printer I can (D) use?*
Answer: *A → to print*

1. There's (A) some (B) new pape rclips on (C) the conference table in our (D) company.
2. There're (A) a big (B) filing cabinet in our (C) new manager's (D) room.
3. There are (A) 3 stapler (B) on her (C) table; you can take which one (D) you want.
4. 'Are (A) there any (B) highlighter (C) on the office desk.?' – 'No, there aren't (D).'
5. Not many (A) people know (B) what a shredder is (C) and how it is use (D).
6. Is (A) there any (B) folders on (C) your desk? I need one right (D) now.
7. We need (A) Internet to stays (B) in touch more often (C) and for longer with (D) our customers.
8. The secretary use (A) the printer on (B) the desk to print (C) document for the manager (D).
9. Can you tell (A) me what (B) this machine is use (C) for and how we use it (D)?
10. She need (A) to use a fax machine in (B) about 15 minutes to fax (C) a document to (D) her manager.

III. LISTENING

Task 1: Listen to the conversation and fill in the blank with ONLY ONE WORD from the recording

1. The store's name is _____ supplies Incorporated.
2. The customer is looking for a printer and a _____.
3. A four- in- one printer is a fax machine and a _____.
4. The machinery is easy to _____.

Task 2: Listen and answer the questions below with NO MORE THAN THREE WORDS from the recording

1. What does the customer want to order?
2. Besides paper and paper clips, what does he need to buy?
3. What does the seller needs to check?
4. Where does the customer ask the seller to deliver the supplies?

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IV. READING

Task 1: Read the passage and fill in the blanks with NO MORE THAN TWO WORDS or A NUMBER from the text

Three Easy Ways To Cut Office Expenses

Every office needs equipment but it can be so expensive. Still, there are ways to outfit an office cheaply and efficiently. Here's how:

Firstly, buy a four-in-one printer. This acts as a printer, copier, fax machine and scanner. Save up to 70% by purchasing only one machine. Besides, look for a telephone and answering machine combination, too. Or, skip the answering machine and order voice mail with your telephone service package.

The second way to cut office expenses is to look for good quality used equipment. A shredder or dictation machine doesn't have to be new. Just make sure that everything still works.

Finally, use the cloud and other online storage software tools. Believe it or not, the average employee uses over 10,000 sheets of paper per year, which adds up to a couple pounds per day. By reducing this and going digital, your office will not only be more efficient in terms of production, but also in terms of cost.

1. By buying a _____, you can cut off up to 70% expense.
2. The second way to save office budget is to buy used _____.
3. With the use of the _____ and other online storage software tools, your office might reduce the cost of paper.
4. More than _____ sheets of paper are used per year.
5. On average, our office has to pay _____ pounds a day for paper.

Task 2: Read the text and answer the following questions with NO MORE THAN THREE WORDS from the text

Like most offices, my office is a place where I can concentrate on my work and feel comfortable at the same time. Of course, I have all the necessary equipment on my desk. I have the telephone by the fax machine on the right side of my desk. My computer is in the center of my desk with the monitor directly in front of me. I have a comfortable office chair to sit on and some pictures of my family between the computer and the telephone. In order to help me read, I also have a lamp near my computer which I use in the evening if I work late. There is plenty of paper in one cabinet drawer. There are also staples and a stapler, paper clips, highlighters, pens and erasers in another drawer. In the room, there is a comfortable armchair and a sofa to sit on. I also have a low table in front of the sofa on which there are some industry magazines.

1. What is there on the writer's desk?

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2. Which machine is next to the telephone?

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3. When is the lamp used?

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4. Where does he keep the paper clips?

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5. What are there on the low table?

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V. WRITING

Task 1: Read the information about an office desk and write a paragraph (at least 5 sentences) to describe it

Office supplies	Number	Position
Calculator	1	next to the computer
Stapler	2	in front of the calculator
Folder	5	in the filing cabinet
Stamp	0	on the office desk
Diary	1	under the calculator

Example: There are three pens on the office desk.

Task 2: Write a paragraph (100-120 words) to describe some of your office machines. Use the following suggested questions:

- Can you name three office machines you need for your working?
- How do you use them?
- Where do you put them?
- Which is the most important machine to you? Why?

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