

OFFICE EQUIPMENT - EXTRA PRACTICE

1- Choose the sentence that uses the underlined part correctly.

- a. I need to use the copier to reproduce some documents.
- b. He put the document in the shredder to send it to his client.
- c. The file cabinet needs new batteries.
- d. A cubicle is like a small office.
- e. I use my calculator when adding up my sales numbers.
- f. The fax machine is useful for destroying old documents.

2- Listen and complete the conversation.

Use: FAX MACHINE - THE TONER - FIRST THING - HALF WAY - YOUR TASKS - CHANCE

Manager: How far have you gotten on _____ today?

Maintenance Worker: I'm about _____ done.

M: Did you have a chance to replace _____ yet?

M W: Yes, that's the _____ I did.

M: Great, thank you. Did you get to the _____?

M W: No, I haven't had a _____.

M: Please do that next. It's very important.

3- Read the conversation above and mark the sentences true or false.

- a. The man is checking on the woman's progress. True / False
- b. The woman has not completed any of her tasks. True / False
- c. The man wants the woman to look at the fax machine next. True / False

4- Match these headings to the correct forms.

Office supply request form

Maintenance request form

Harper Insurance

Equipment: Shredder

Problem: Needs to be emptied. Make sure to recycle the paper. Do not throw it in the trash.

Harpers Insurance.

Item: Pens.

Reason: We ran out of pens this week. We only have pencils.