UNIT 1

Self-Assessment Guide.

Click and listen to the following words.

a. binder
b. keyboard
c. clipboard
d. stamp
e. paper clips
f. projector
g. file cabinet
h. ink cartridges
i. cubicle
j. monitor
k. conference room
l. printer
m. paper shredder
n. document
o. calendar
p. calculator

LIVEWORKSHEETS

UNIT 1

Picture Dictionary

Track 2

Listen and write the words under the correct picture.









1. _____ 2. _____ 3. _____ 4. _____

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5. _____ 6. _____ 7. _____ 8. _____









9. _____ 10. _____ 11. _____ 12. _____

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13. _____ 14. _____ 15. _____ 16. _____

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UNIT 1

Words in Context

Track 3

Read the definition and sample sentence for each word. Then think of your own sentence.

chart *n.*	a kind of drawing that shows data *Simple charts are most effective.*
colleague *n.*	someone who works in the same organization or department as you; a coworker *All my colleagues are very helpful.*
deal *n.*	an arrangement in business *We made a $10 million deal with a French company.*
deliver *v.*	to take mail or other items to someone's home or workplace *The Post Office delivers mail at around 10 a.m.*

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earn *v.*	to make (money) *Yuna earns more money than Tony does.*
fix *v.*	to repair; to mend *Someone needs to fix the broken scanner today.*
manage *v.*	to control or be in charge of something *Ryan manages a small supermarket.*
memory stick *n.*	a small device for storing information *Delete the documents from this memory stick.*
operate *v.*	to work; to use or control *The city operates a bus and rail system.*
pick up *v. phr.*	to get *I'll pick up some coffee on my way to the meeting.*

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scanner *n.*	a device for copying documents or photos *Use the scanner to make a copy of this photo.*
serve *v.*	to provide someone with something; to work for someone *A very nice waiter served us at the café.*
spreadsheet *n.*	a computer program used for planning; a printout of data from such a program *Please make a spreadsheet for the new manager.*
supervise *v.*	to watch people or an activity to make sure everything is going well *I supervise three people at my company.*
whiteboard *n.*	a white plastic-coated board that can be written on using special pens *I wrote notes on the whiteboard.*

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Practice

A. Write the words under the picture. Some of the words will not be used.

scanner spreadsheet keyboard monitor
memory stick paper clips chart



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Listening Strategy: Homophones

Some words in English sound the same, but are spelled differently and have different meanings. These words are homophones. There are some things to listen for to help you decide which word you are hearing:

Context Clues

- What is the situation in which the word is being used?
- What is the role of the speaker?
- What is the main topic of the conversation or talk?
- What is the purpose of the conversation or talk?

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