

Vocabulary

Office equipment. Write the words from the box under the correct picture. Then listen and check.

Audio 5.1

adhesive tape / calendar / phone / headsets / computer / shredder / projector / chair / letter /
clipboard / pencil / hole punch / hard drive / pen / laptop/ printer / notepad / cell phone /



1 _____



2 _____



3 _____



4 _____



5 _____



6 _____



10 _____



11 _____



12 _____



16 _____



17 _____



18 _____



19 _____



20 _____

Key Language – Reading and Listening

11.1 KEY LANGUAGE "THERE IS" AND "THERE ARE"

Use "there is" to talk about one thing, and "there are" to talk about more than one thing.



There **is** always a supervisor on the factory floor.

There **are** six well-trained assistants on her team.

11.2 FURTHER EXAMPLES "THERE IS" AND "THERE ARE"



There's a business dress code at this company.

→ "There is" can be shortened to "There's."



There **are** two printers on your floor.

→ "There are" cannot be shortened.



There **isn't** a water cooler in the kitchen.

→ Use "not" or its short form in negatives.



There **aren't** any elevators in the office.

→ Use "any" for negative plurals.



Is there a set time for lunch breaks?

→ Start questions with "Is there" or "Are there."



Are there any files in the stationery cabinet?

→ Use "any" for plurals in questions.

11.2 MATCH THE PICTURES TO THE CORRECT SENTENCES



There is a water cooler in the kitchen.



There is a trash can for recycling paper.



There isn't a set time for lunch breaks.



There are some stickers in the stationery cabinet.



There is an elevator that goes to all the office floors.



There are some men's toilets on the first and third floors.

Language Practice

Listen to an audio and cross out the wrong words.

There ~~is~~ / **are** lots of great restaurants close to my office.

1 There **is** / **are** two positions available at our company.

2 There isn't **a** / **any** toaster in the kitchen, but there is a microwave.

3 **Is** / **Are** there a spare computer I can use?

4 Are there **a** / **any** pencils in the stationery cabinet?

5 There **is** / **are** a big meeting room in our new office.



11.4 LISTEN TO THE AUDIO AND WRITE ANSWERS TO THE QUESTIONS IN FULL SENTENCES



Alvita is showing a new colleague, Jonathan, around the office.

What happens every Monday afternoon?

There is a weekly team meeting.

- 1 Where do people leave their wet coats?

- 2 How many desks are in Jonathan's office?

- 3 What is across from Jonathan's office?

- 4 Where do staff sign in every day?



11.3 REWRITE THE SENTENCES, CORRECTING THE ERRORS

There is 10 people on the sales team.

There are 10 people on the sales team.

- 1 There are'nt any bathrooms on this floor.

- 2 Is there any stationery cabinet in the office?

- 3 There's staff cafeteria on the third floor.

- 4 There isnt an elevator in this building.

- 5 Is there any places to lock my bicycle here?

- 6 Are there a desk ready for our new designer?

- 7 There're lots of envelopes in the cabinet.



11.5 USE THE CHART TO CREATE SIX CORRECT SENTENCES AND SAY THEM OUT LOUD



- 1.
- 2.
- 3.
- 4.
- 5.
- 6.