

UNIT 3 OFFICE ROUTINES

1

Write the correct time under each clock.

It's five o'clock. • It's quarter to five.
It's ten past five. • It's half past five.
It's quarter past five. • It's twenty-five past five.



Circle the correct answer to show you understand the words in bold.

1. You **take minutes** ...
a. at a meeting b. in the laboratory
2. You **distribute post** to people from different ...
a. countries b. departments
3. You use a ... to **send e-mails**.
a. clock b. computer
4. You **file documents** to ... them.
a. save b. send
5. I often **order office supplies** like ...
a. milk, coffee and tea
b. pens, pencils and paper

Complete the chart with the words below.

air conditioner + shredder + filing cabinet + computer + photocopier + lamp

Situation	Use a / an ...
1. The room is hot.	
2. You need to search the Internet.	
3. The room is dark.	
4. You must destroy some confidential documents.	
5. You want to make copies of a document.	
6. You want to keep important paper documents.	