

## REVIEW

## OFFICE ADMINISTRATION

2º Q Ágora High School

### UNIT 4. MANAGING AND ORDERING OFFICE SUPPLIES

1

#### A

1. The writing pad is next to ...
2. The paper clips are on ...
3. There is a ring binder under ...
4. There are staples between ...
5. The sticky tape is next to ...
6. The rubbers are in ...

#### B

- ..... a. the pencil and the pen.
- ..... b. the marker.
- ..... c. the writing pad.
- ..... d. the envelopes.
- ..... e. a box.
- ..... f. the scissors.

MATCH A TO BE TO FORM  
SENTENCES ABOUT THE PICTURE



2

**Circle the correct answer.**

1. The printer isn't working. We need a new **marker** / **toner cartridge**.
2. I want to write a note, but I haven't got any **paper** / **rubber**.
3. Have you got a **pair of scissors** / **stapler**?  
I want to keep these pages together.
4. Here's a **folder** / **highlighter**. Colour all the important sentences in the document.
5. Have you got a **hole punch** / **writing pad**?  
I want to put these pages in the ring binder.



- 7 The Office Shop's printer isn't working properly, so some parts of the invoice below are not clear. Look at the invoice and complete the sentences below with these words and phrases.

quantity • invoice • subtotal • delivery date  
discount • payment date • price per unit

## The Office Shop

To: Hudson Hats

Invoice Number: 0479

Date: 4/08/2022

| Item                                       | quantity | price per unit | Total          |
|--------------------------------------------|----------|----------------|----------------|
| Packet of folders<br>(10 units per packet) | 1        | £25.00         | £25.00         |
| Black pens                                 | 50       | £3.00          | £150.00        |
| Subtotal:                                  |          |                | £175.00        |
| Discount: 10%                              |          |                | - £17.50       |
| <b>Total:</b>                              |          |                | <b>£157.50</b> |

Delivery date: 8th August

Payment date: 45 days from delivery

- The ..... number is 0479.
- For a packet of folders the ..... is £25.00.
- A ..... of 50 black pens is ordered by Hudson Hats.
- The ..... is £175.
- Hudson Hats is getting a 10% .....
- The ..... is 8th August.
- The ..... is 45 days from delivery.