Working with Vocabulary

IC/IS VOCABULARY PRESENTATION

3 Match eight of the items in A to the descriptions in B.

A

1. chair
2. table
3. desk
4. shelf
5. filing cabinet
6. printer
7. photocopier
8. shredder
9. computer
10. mouse
11. keyboard
12. screen
13. lamp
14. waste paper bin
15. air conditioner

B

..... a. It copies documents.
..... b. You sit on it.
..... c. It makes the office warm or cold.
..... d. You keep important paper documents in it.
..... e. It's a type of table for studying and working.
..... f. You type with it.
..... g. It destroys old documents.
..... h. It gives light.

4 Work in pairs. Look at the seven remaining items of office equipment in Exercise 3. Take turns to describe one of the items and your partner says which one it is.

A: You put it on the wall and put things on it.
B: It's a shelf.
A: Correct!

Find out more

Go online and find advice about how to arrange furniture in an open-plan office.

5 Write sentences that are true for you at the moment. Use the prepositions below.

above • around • behind • between • in
in front of • near • on • under

My phone is on the table.
My water is next to my book.

6 Look at the pictures and read their captions. There is a mistake in the captions of three of the pictures. Find the three mistakes and write sentences to correct them.

1



The filing cabinet is near the reception desk. The waste paper bin is above the reception desk.

2



The shelves are between the printer and the photocopier. There is some paper on the shelves.

3



The lamp is in the table. The chairs are around the table.

4



The stapler is next to the book.
The book is behind the computer.

Picture number: .....
Correction: .....
Picture number: .....
Correction: .....
Picture number: .....
Correction: .....

Your Turn

Work in pairs. Ask and answer questions to find at least six differences between the two pictures.

Student A: Look at the picture of an office on page 104.
Student B: Look at the picture of an office on page 119.



Workbook, page 8

LIVEWORKSHEETS