Working with Vocabulary

IC/IS VOCABULARY PRESENTATION

4 Complete the sentences with the words below.

black and white • colour • paper jam • replace
remove • sides • size

1. We should copy onto both ..... of the paper – it's more environmentally friendly.
2. We want to put this up on the wall for everyone to see, so I think we should increase the paper ..... .
3. If you want the catalogue to really show how great the products are, print it in ..... , not ..... .
4. Don't forget to ..... the original document from the glass when you have finished.
5. When you ..... the toner cartridge, you must recycle the old one.
6. Does anyone know how to fix a ..... ? I can't get this piece of paper out.

5 Look at the pictures. Put the letters in the correct order to form words.

1

Month	Item	Sales
March	ST18	850
April	AF522	978

arhtc .....

2



ngriawd .....

3



bllae .....

4



optesr .....

5



aagloetcu .....

6



niagmaze iletrac .....

7



ragaidm .....

8



iosiuntrntc nuamal .....

THINK! Name three other types of printed material.



6 Match the words in A to their opposites in B.

A	B
1. open	..... a. turn off
2. turn on	..... b. long
3. dark	..... c. light
4. big	..... d. close
5. short	..... e. small
6. narrow	..... f. reduce
7. enlarge	..... g. new
8. old	..... h. wide

Tip!
It helps to learn new words as pairs of opposites.
left – right *above – below*

7 Circle the correct answer.

1. The photocopier in our office is new / old. We got it last week.
2. There isn't enough space to put the photocopier in this corridor. The corridor is very narrow / wide.
3. Don't forget to turn on / turn off the photocopier when you finish using it.
4. It's so cold in here. Let's open / close the windows.
5. That was a very short / long e-mail. It took me 10 minutes to read it all!
6. Mrs Adamson always wears dark / light colours, like black and brown.
7. I'd like this advert to be very big. Please enlarge / reduce it as much as possible.

8 Work in pairs. Say sentences that are true for you using the words in bold in Exercise 7.

My bike is old.
I often forget to turn off the lights.

9 37 Bill, the new administrative assistant, is asking Lisa for help with the photocopier. Listen to the dialogue and circle the correct answer.

1. Bill wants to photocopy on one side / two sides of the page.
2. Bill checks that he removed the staples / paper clips from the pages.
3. Bill wants to make 15 / 50 copies.
4. A page is stuck inside part E / I of the photocopier.
5. Lisa / Bill removes the page from the photocopier and then it works again.

Your Turn
Work in pairs. Think of a machine that you know how to use. Explain how to use it to your partner.

LIVEWORKSHEETS