

OFFICE SUPPLIES

1- Choose the right options:

- a- A **binder / stapler** is a device that joins multiple sheets together.
- b- A **binder/stapler** is a hard cover in which papers can be held together with three rings.
- c- A **pencil / pen** is a writing implement that uses ink.
- d- A **pencil / pen** is a writing implement made of wood with a graphite center.
- e- A **highlighter / marker** is a writing implement that produces wide, dark, often colourful lines.
- f- A **highlighter / marker** is a kind of bright marker used to draw attention to important information.
- g- An **envelope / Tape** is a material with one sticky side used to hold things together.
- h- An **envelope / Tape** is a flat paper container, as for a letter or thin package, usually having a gummed flap or other means of closure.
- i- A **staple / pencil** holds papers together.
- j- The man took note with a **staple / pencil**.
- k- You can write things down on a **binder / legal pad**.
- l- Put those papers in the **binder / legal pad** so we don't lose them.

Communication

2- Look for the meaning of the phrases below in a dictionary and drag them in the correct gaps:

Do you need	-	Here you go	-	Not at all	-	mention it	-	if I borrow
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Alex: Hi, Emily. Do you mind _____ your tape?

Emily: _____, Alex. Go right ahead.

A: Thanks a lot! I ran out of everything this week!

E: Don't worry about it. _____ any other supplies?

A: Now that you _____, do you have an extra binder?

E: Yes, I do. _____. I've never even used it.

3- Read the dialogue above and mark the following statements as T (true) or F (false).

- a- The man needs to borrow some tape.
- b- The woman offers the man a stapler.
- c- The man also needs a binder.