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**	

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.

LIVEWORKSHEETS