Vocabulary – Grammar Revision Unit 1

I. Vocabulary

1. How much are these in total? – Wait for a second, I'll get the **c**_ _ _ _ _ _ _ _ _ and count them for you.

2. F_ _ _ _ _ _ are used to hold papers, usually made of cardboard.

3. I like chatting with my colleagues around the **c**_ _ _ _ _ **t**_ _ _ _ at break time.

4. We can ask information about a company at their **r**_ _ _ _ _ _ _ _ desk.

5. I spend one hour writing down my working experiences in my **d**_ _ _ _ every day.

6. We can change our company's documents into pictures by using a **s**_ _ _ _ _ _.

7. Can I open the **a**_ _ **c**_ _ _ _ _ _ _ _ _ _ because our office is too hot today?

8. We **c**_ _ _ _ _ _ the security camera to learn what happened in the office yesterday.

9. I need some **t**_ _ _ and scissors to wrap the products before delivering to the buyers.

10. If we do not put **i**_ _ **c**_ _ _ _ _ _ _ _ _ inside the photocopier in the Marketing department, it cannot work anymore.

II. Grammar

1. There's (A) some (B) new paperclips on (C) the conference table in our (D) company.

2. Can you tell (A) me what (B) this machine is use (C) for and how we use it (D)?

3. There are (A) 3 stapler (B) on her (C) table; you can take which one (D) you want.

4. 'Are (A) there any (B) highlighter (C) on the office desk.?' – 'No, there aren't (D).'

5. The shredder in (A) our office is broken (B) so we need buying (C) a new one (D).

6. We use (A) Internet to stays (B) in touch more often (C) and for longer with (D) our customers.

7. Is (A) there any (B) folders on (C) your desk? I need one right (D) now.

8. The secretary uses (A) the printer on (B) the desk print (C) document for the manager (D).

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9. There're (A) a big (B) filing cabinet in our (C) new manager's (D) room.

10. She needs (A) to using (B) a fax machine in about 15 minutes to fax (C) a document to (D) her manager.

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