

## OFFICE EQUIPMENT - EXTRA PRACTICE

### 1- Choose the sentence that uses the underlined part correctly.

- I need to use the copier to reproduce some documents.
- He put the document in the shredder to send it to his client.
- The file cabinet needs new batteries.
- A cubicle is like a small office.
- I use my calculator when adding up my sales numbers.
- The fax machine is useful for destroying old documents.

### 2- Listen and complete the conversation.

Use: FAX MACHINE - THE TONER - FIRST THING - HALF WAY - YOUR TASKS - CHANCE

Manager: How far have you gotten on \_\_\_\_\_ today?

Maintenance Worker: I'm about \_\_\_\_\_ done.

M: Did you have a chance to replace \_\_\_\_\_ yet?

M W: Yes, that's the \_\_\_\_\_ I did.

M: Great, thank you. Did you get to the \_\_\_\_\_?

M W: No, I haven't had a \_\_\_\_\_.

M: Please do that next. It's very important.

### 3- Read the conversation above and mark the sentences true or false.

- The man is checking on the woman's progress. True / False
- The woman has not completed any of her tasks. True / False
- The man wants the woman to look at the fax machine next. True / False

**4- Match these headings to the correct forms.**

***Office supply request form***

***Maintenance request form***

Harper Insurance

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Equipment: Shredder

Problem: Needs to be emptied. Make sure to recycle the paper. Do not throw it in the trash.

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Item: Pens.

Reason: We ran out of pens this week. We only have pencils.