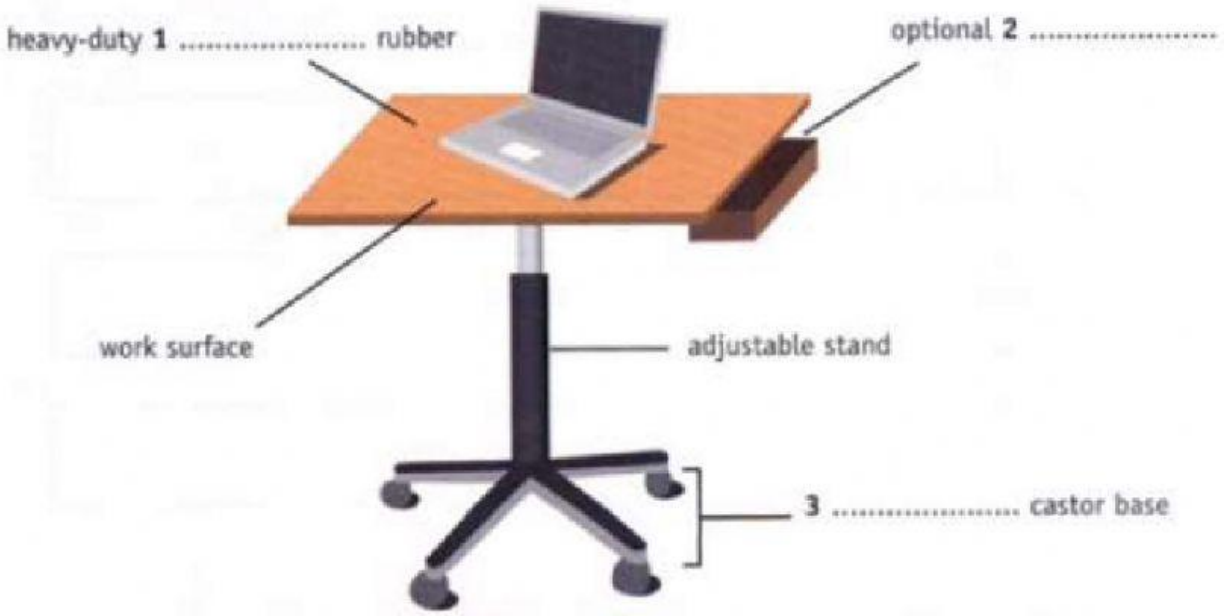
Label the diagram. Write no more than three words for each answer.

The Mobile Office



LIVEWORKSHEETS

Fill in the blanks with ONE word.

Good morning, ladies and gentlemen. Thanks for letting me come and talk to you today. My name's Bill Loman and, as most of you know, I represent Acme Office Supplies. It's our job to bring you the very best in office supplies and we do everything we can to make your working day just that little bit more pleasant.

Now, do you have to move around from one part of the building to another? Do you ever wish you could take your desk with you, along with your laptop and other essential bits and pieces? Would be great, wouldn't it? Well, now you can, with this – the Mobile Office! It's ideal for any (1)_____ where the user sits, stands or moves about.

Take a closer look at it. This is a ruggedly constructed, highly adaptable unit. At the top is a flat work (2) _____, where you can put your laptop computer and still have plenty of room for some files or documents. And you don't need to worry about your laptop accidentally getting knocked off because the laptop area is covered with a (3)_____ anti-slip rubber. There's even an optional laptop cable (4)_____ available. What's more, you can easily rotate the surface to cater for left and right-handed users. Now, chances are you may have to carry around all sorts of other bits and pieces – pens, erasers, a stapler, a hole punch, etc. Well, the Mobile Office can help you out there, too, with a (5)_____ options under the work surface. There are a range of options available, depending on the (6)_____, but they include a single utility drawer, a double utility drawer, or, as shown here, a pencil drawer.

Now, some of us are short, some of us are tall. Sometimes we need to stand, others prefer to sit. So the desktop work surface is mounted on a fully adjustable stand. This means you can vary the (7)_____ of the surface between 30½ and 42½ inches. The stand is mounted on top of a five-star castor base, making the whole unit fully (8)_____. And if you are worried about the unit moving during use you can also opt for locking castors, keeping the whole thing as solid as a rock.

The next thing I'd like you to see is this. Now, if you've got a lot of confidential documents, you can't just throw them away…

LIVEWORKSHEETS