

Vocabulary

1 Label the pictures with the words in the box.

file keyboard shredder bookcase printer chair
stapler envelope mouse cupboard paperclip sofa



1 chair



2 _____



3 _____



4 _____



5 _____



6 _____



7 _____



8 _____



9 _____



10 _____

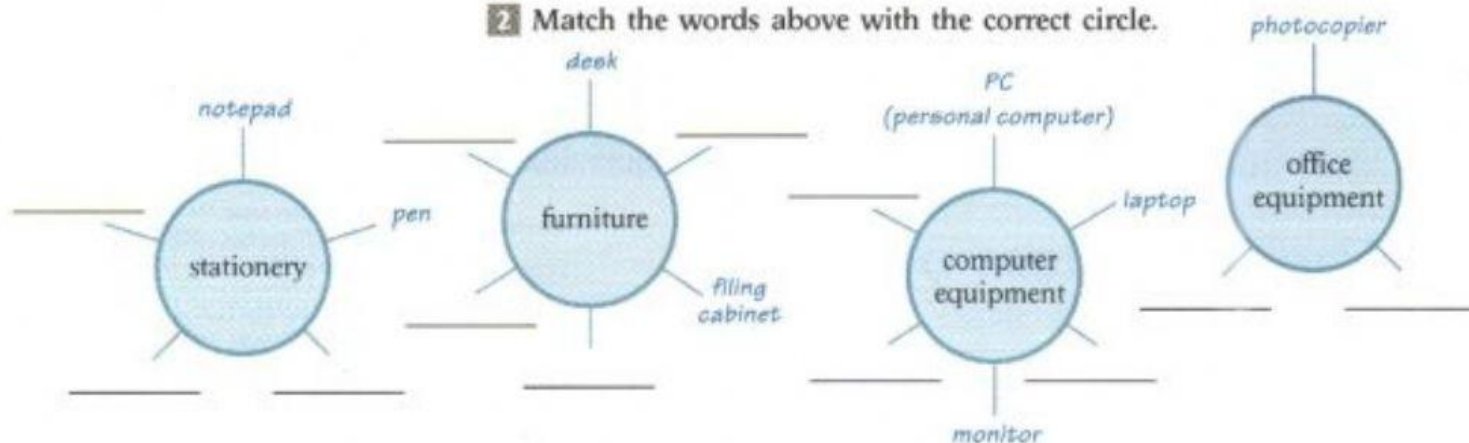


11 _____



12 _____

2 Match the words above with the correct circle.



3 Complete the sentences with the correct word in *italics*.

- Use your *printer* / *pen* to write notes.
- There's a problem with my computer – the *monitor* / *shredder* doesn't work.
- The dictionary is in the *sofa* / *bookcase*.
- Put the stationery in the *keyboard* / *cupboard*, please.
- Do you want an *envelope* / *mouse* for your letter?
- I need to attach a document to this letter. Do you have a *file* / *paperclip*?
- Make three copies of this document on the *photocopier* / *stapler*.
- Is the contract in the *chair* / *filing cabinet*?

Speaking

Choose two items from each group in exercise 2 that you think are most useful in an office. Compare your list with a partner.