

REVIEW

OFFICE ADMINISTRATION

2º Q Ágora High School

UNIT 4. MANAGING AND ORDERING OFFICE SUPPLIES

1

A

1. The writing pad is next to ...
2. The paper clips are on ...
3. There is a ring binder under ...
4. There are staples between ...
5. The sticky tape is next to ...
6. The rubbers are in ...

B

- a. the pencil and the pen.
- b. the marker.
- c. the writing pad.
- d. the envelopes.
- e. a box.
- f. the scissors.

MATCH A TO B TO FORM
SENTENCES ABOUT THE PICTURE



2

Circle the correct answer.

1. The printer isn't working. We need a new **marker / toner cartridge**.
2. I want to write a note, but I haven't got any **paper / rubber**.
3. Have you got a **pair of scissors / stapler**? I want to keep these pages together.
4. Here's a **folder / highlighter**. Colour all the important sentences in the document.
5. Have you got a **hole punch / writing pad**? I want to put these pages in the ring binder.



3

7 The Office Shop's printer isn't working properly, so some parts of the invoice below are not clear. Look at the invoice and complete the sentences below with these words and phrases.

quantity • invoice • subtotal • delivery date
discount • payment date • price per unit

The Office Shop

To: Hudson Hats

Invoice Number: 0479

Date: 4/08/2022

Item	Quantity	Price per unit	Total
Packet of folders (10 units per packet)	1	£25.00	£25.00
Black pens	50	£3.00	£150.00
		Subtotal:	£175.00
		Discount: 10%	– £17.50
			Total: £157.50

Delivery date: 8th August

Payment due: 45 days from delivery

1. The number is 0479.
2. For a packet of folders the is £2.50.
3. A of 50 black pens is ordered by Hudson Hats.
4. The is £175.
5. Hudson Hats is getting a 10%
6. The is 8th August.
7. The is 45 days from delivery.