

1**Match the office routines to the pictures.**

1. answer the phone 4. distribute post
 2. attend meetings 5. print documents
 3. file documents 6. send an e-mail

**2 Match eight of the items in A to the descriptions in B.****A**

1. chair 9. computer
 2. table 10. mouse
 3. desk 11. keyboard
 4. shelf 12. screen
 5. filing cabinet 13. lamp
 6. printer 14. waste paper bin
 7. photocopier 15. air conditioner
 8. shredder

B

.... a. It copies documents.
 b. You sit on it.
 c. It makes the office warm or cold.
 d. You keep important paper documents in it.
 e. It's a type of table for studying and working.
 f. You type with it.
 g. It destroys old documents.
 h. It gives light.

3**Complete the sentences with the office routines below.**

make photocopies • order office supplies

search the Internet • schedule a meeting

take a message • take minutes

- I'm going to later.
Do you need any pens or anything like that?
- I need to know more about that company
before I go for an interview. I'll to see what I can find.
- Please can you of this
week's sales figures for everyone at the meeting?
- We need somebody to
at the meeting this afternoon. Let's ask Tom – he's
good at listening carefully and writing quickly.
- I'm sorry, but Mr Chadwick isn't here at the moment.
Can I ?
- I think we need to for
tomorrow with the project manager to discuss the
progress of the new app.