

WRITTEN COMPREHENSION

1. READ THE OFFICE SUPPLIES INVENTORY AND ANSWER THE QUESTIONS.

Office Supplies Inventory		
Pens	Black – 3 boxes Blue – 2 boxes Red – 1 box	
Pencils	5 boxes	
Writing pads	3 packets of 10	Order another 10 packets.
Ring binders	37	That's enough.
Staples	352 boxes	Why so many? Return to supplier?
Sticky tape	1 box	Order more!
Highlighters	None!	Order – 20 pink, 20 yellow, 20 orange, 20 green.
Paper for printer & photocopier	6 boxes	Is this enough? Check with IT department.
Toner cartridges		Go to IT department and check quantity.
Envelopes	Regular – 250 Large – 35 Airmail – 23	Order – 100 large, 200 airmail.

Read the office supplies inventory. Answer the questions. Type the answers.

- How many boxes of red pens are there?
- Is the administrative assistant going to order any ring binders?
- How many different types of envelopes are there?
- How many writing pads are there in one packet?
- The office has got too much of one item. Which one?
- Which office supply is missing completely?
- Which two items is the administrative assistant going to ask the IT department about?

2. READ THE ADVERTISEMENT AND WRITE TRUE (T) OR FALSE (F).

- During May, the prices at Waltman's Office Supplies are lower than usual.
- Waltman's Office Supplies say their prices are lower than any other company's.
- You receive the goods on the same day you order them.
- When you buy a lot of items, you pay less money for each item.
- You don't have to pay all the money when you order.
- Until Friday, there is a 25% reduction on many types of office supplies.

Waltman's office supplies

WHY PAY HIGH PRICES FOR YOUR OFFICE SUPPLIES?

CHECK OUT OUR SPECIAL OFFERS!

For the month of May,
Waltman's Office Supplies is offering
some very attractive prices!

- ★ We offer the best quality products at the lowest prices.
- ★ Place an order with us and we will send the goods to you by special delivery the following day.
- ★ Order a large quantity of office supplies and we will give you a special reduction.
- ★ There's no need to pay for everything at once with our five-payment plan.

Only until Friday

25%

discount on all toner cartridges!