

► Two administrative assistants are taking an office supplies inventory. Listen to the dialogue and complete the chart.

Items in office		Quantity to order
Item	Quantity in stockroom	
Pens	black 1. ....	2. ....
	blue 3. ....	4. ....
Writing pads	5. ....	6. ....
Folders	7. ....	8. ....
Markers	9. ....	10. ....

► Listen to Jeanette describing her day at work.

Match the pictures of the things she did (1-6) to the clocks showing the times when she started them (a-f).

