

Office Things

Listen here



LISTENING ACTIVITY



1. Listen carefully to the audio
2. Write down the missing words below:

Maria: Hey, John! Your desk looks so _____. How do you _____ to keep it that way?

John: Thanks, Maria! I always use _____ and trays to organize my _____. Plus, I have a digital planner for my _____.

Maria: That sounds useful. I'm always losing my notes! Do you prefer using digital tools over paper _____?

John: Definitely! I'm used to using notebooks, but now everything is saved online. It's easier to find information that way.

Maria: I think I need to try that. Also, where did you get that comfortable _____? Mine is terrible for my _____.

John: I bought it online. A good office chair makes a huge _____ when you sit all day.

Maria: You're right! I should _____ in one. Send me the link later!

paper work - planner - digital tools - chair - desk - folders













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Read the dialogue and answer the questions:

1) What does Maria say about John's desk?

2) What does John use to organize his paperwork?

3) What does John use to organize his tasks?

4) What problem does Maria have with her notes?

5) Does John prefer digital tools or paper notebooks?

6) What was John used to using before?

7) Why does John think saving information online is easier?

8) Where did John buy his office chair?

9) Why does John think a good office chair is important?

10) What does Maria ask John to send her later?

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Writing Practice

Imagine you and your coworker are talking about the things you use at work. Create a dialogue about office objects and their uses.

- Include at least 3 office objects, such as a laptop, printer, planner, stapler, folders, headset, or clipboard.
- Describe at least some of the objects using adjectives, colors, sizes, or functions.
- Explain how you use the objects at work.
- Write at least 8 lines and practice reading the dialogue aloud.

Useful Expressions

What is that?

What do you use it for?

It's a really useful...

It's small, big, comfortable, or practical.

Where did you get it?

I use it every day.

I need to buy a new one.

I use it to...



Write here your dialogue