

Match the words with the definitions.

1. ballpoint pen / ballpoint
2. binder clip
3. calculator
4. clipboard
5. colored pencils
6. elastic band
7. eraser
8. folder
9. fountain pen
10. glue
11. highlighter
12. hole punch
13. ink cartridge
14. notebook
15. paperclip
16. pencil case
17. pencil sharpener
18. ruler
19. scissors
20. stapler
21. sticky note
22. sticky tape / Scotch tape
23. thumbtack
24. white-out / correction fluid



1. .... is a small book with blank or ruled pages for writing notes in.
2. .... is a tool for cutting paper, consisting of two blades joined in a cross that you open and shut like jaws.
3. .... is a folding cover or holder, typically made of stiff paper or card, for storing loose papers.
4. .... are long thin objects, usually made of wood with a wax-like colored core that you use for writing or drawing.
5. .... is a small metal object that shuts tightly to hold papers together.
6. .... is a special white liquid used for covering mistakes made when writing something.
7. .... is a special brightly colored pen used for marking important words in a book, article etc.
8. .... is a pen with a very small ball at the end from which ink flows as you write.
9. .... is a sticky substance that you use to fix things to each other.
10. .... is a long thin clear piece of sticky plastic on a roll, used for sticking paper or other things to each other.
11. .... is a small electronic machine that can add, multiply etc.
12. .... is a small piece of paper, often yellow in color, that you can stick to things. They are often used for leaving messages.
13. .... is a small container with ink inside that you put into a printer or pen.
14. .... is a tool used for putting staples into paper.
15. .... is a bag or box to carry pens and pencils in.
16. .... is a short metal pin with a round flat head, used especially for putting notices on boards or walls.
17. .... is a small piece of rubber used for removing pencil marks from paper.
18. .... is a small board that you can attach papers to, so that you can write on them easily while you are moving around.
19. .... is a circle of elastic that you put around several things to hold them together.
20. .... is a pen that has a container inside that you fill with ink in order to write with it.
21. .... is a device for punching holes in sheets of paper, so that they can be filed in a ring binder.
22. .... is a small piece of bent wire used for holding pieces of paper together.
23. .... is a small instrument with a blade inside, used for making pencils sharp.
24. .... is a long flat straight piece of plastic, metal, or wood that you use for measuring things or drawing straight lines.