

Office equipment

- Match the names of the objects with the pictures (write the number in the parentheses), then put them into the correct use below.



1.



2.



3.



4.



5.



6.

a file / a folder () an envelope () a notepad ()
labels () paper () post-it notes ()

1. You use it to send a letter to someone: _____
2. You take it to a meeting to write on: _____
3. You print on it: _____
4. You stick it on your desk if you want to remember something: _____
5. You use it to store documents: _____
6. You use it to show what is inside a box: _____