Vocabulary **1 Label the pictures with the words in the box.**

file keyboard shredder bookcase printer ~~chair~~
stapler envelope mouse cupboard paperclip sofa


1 chair


2 _____


3 _____


4 _____


5 _____


6 _____


7 _____


8 _____

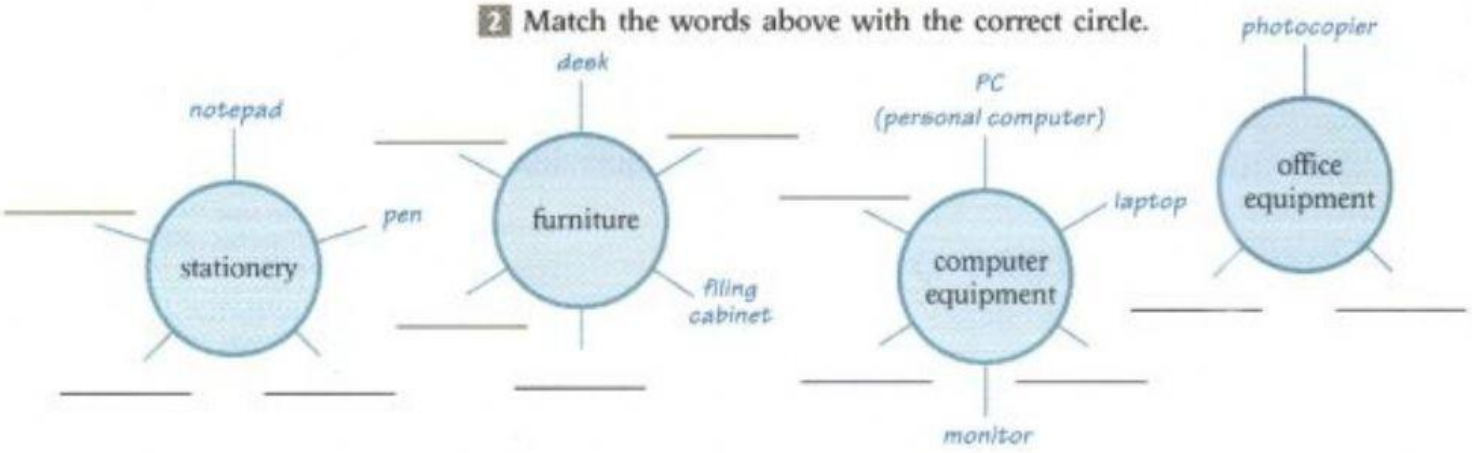

9 _____


10 _____


11 _____


12 _____

2 Match the words above with the correct circle.



3 Complete the sentences with the correct word in italics.

1 Use your *printer* / *pen* to write notes.
2 There's a problem with my computer – the *monitor* / *shredder* doesn't work.
3 The dictionary is in the *sofa* / *bookcase*.
4 Put the stationery in the *keyboard* / *cupboard*, please.
5 Do you want an *envelope* / *mouse* for your letter?
6 I need to attach a document to this letter. Do you have a *file* / *paperclip*?
7 Make three copies of this document on the *photocopier* / *stapler*.
8 Is the contract in the *chair* / *filing cabinet*?

Speaking **Choose two items from each group in exercise 2 that you think are most useful in an office. Compare your list with a partner.**