REVIEW OFFICE ADMINISTRATION

2º Q Ágora High School

UNIT 3 OFFICE ROUTINES

1

Write the correct time under each clock.

It's five o'clock. • It's quarter to five.
It's ten past five. • It's half past five.
It's quarter past five. • It's twenty-five past five.

1 

2 

3 

4 

5 

6 

LIVEWORKSHEETS

2

Circle the correct answer to show you understand the words in bold.

1. You **take minutes** … .
   a. at a meeting b. in the laboratory
2. You **distribute post** to people from different … .
   a. countries b. departments
3. You use a … to **send e-mails**.
   a. clock b. computer
4. You **file documents** to … them.
   a. save b. send
5. I often **order office supplies** like … .
   a. milk, coffee and tea
   b. pens, pencils and paper

Complete the chart with the words below.

air conditioner • shredder • filing cabinet • computer • photocopier • lamp

Situation	Use a / an … .
1. The room is hot.	
2. You need to search the Internet.	
3. The room is dark.	
4. You must destroy some confidential documents.	
5. You want to make copies of a document.	
6. You want to keep important paper documents.	

LIVEWORKSHEETS