

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.



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.	