

1 Match the office routines to the pictures.

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|---------------------|--------------------|
| 1. answer the phone | 4. distribute post |
| 2. attend meetings | 5. print documents |
| 3. file documents | 6. send an e-mail |



2 Match eight of the items in A to the descriptions in B.

A

- | | |
|-------------------|---------------------|
| 1. chair | 9. computer |
| 2. table | 10. mouse |
| 3. desk | 11. keyboard |
| 4. shelf | 12. screen |
| 5. filing cabinet | 13. lamp |
| 6. printer | 14. waste paper bin |
| 7. photocopier | 15. air conditioner |
| 8. shredder | |

B

- a. It copies documents.
- b. You sit on it.
- c. It makes the office warm or cold.
- d. You keep important paper documents in it.
- e. It's a type of table for studying and working.
- f. You type with it.
- g. It destroys old documents.
- h. It gives light.

3 Complete the sentences with the office routines below.

make photocopies • order office supplies
 search the Internet • schedule a meeting
 take a message • take minutes

- I'm going to later.
Do you need any pens or anything like that?
- I need to know more about that company before I go for an interview. I'll to see what I can find.
- Please can you of this week's sales figures for everyone at the meeting?
- We need somebody to at the meeting this afternoon. Let's ask Tom – he's good at listening carefully and writing quickly.
- I'm sorry, but Mr Chadwick isn't here at the moment. Can I ?
- I think we need to for tomorrow with the project manager to discuss the progress of the new app.