

WRITTEN COMPREHENSION

1. READ THE OFFICE SUPPLIES INVENTORY AND ANSWER THE QUESTIONS.

Office Supplies Inventory		
Pens	Black – 3 boxes Blue – 2 boxes Red – 1 box	
Pencils	5 boxes	
Writing pads	3 packets of 10	Order another 10 packets.
Ring binders	37	That's enough.
Staples	352 boxes	Why so many? Return to supplier?
Sticky tape	1 box	Order more!
Highlighters	None!	Order – 20 pink, 20 yellow, 20 orange, 20 green.
Paper for printer & photocopier	6 boxes	Is this enough? Check with IT department.
Toner cartridges		Go to IT department and check quantity.
Envelopes	Regular – 250 Large – 35 Airmail – 23	Order – 100 large, 200 airmail.

Read the office supplies inventory. Answer the questions. Type the answers.

- How many boxes of red pens are there?
- Is the administrative assistant going to order any ring binders?
- How many different types of envelopes are there?
- How many writing pads are there in one packet?
- The office has got too much of one item. Which one?
- Which office supply is missing completely?
- Which two items is the administrative assistant going to ask the IT department about?

2. READ THE ADVERTISEMENT AND WRITE TRUE (T) OR FALSE (F).

- During May, the prices at Waltman's Office Supplies are lower than usual.
- Waltman's Office Supplies say their prices are lower than any other company's.
- You receive the goods on the same day you order them.
- When you buy a lot of items, you pay less money for each item.
- You don't have to pay all the money when you order.
- Until Friday, there is a 25% reduction on many types of office supplies.

Waltman's office supplies

WHY PAY HIGH PRICES FOR YOUR OFFICE SUPPLIES?

**CHECK OUT OUR
SPECIAL OFFERS!**

**For the month of May,
Waltman's Office Supplies is offering
some very attractive prices!**

- ★ We offer the best quality products at the lowest prices.
- ★ Place an order with us and we will send the goods to you by special delivery the following day.
- ★ Order a large quantity of office supplies and we will give you a special reduction.
- ★ There's no need to pay for everything at once with our five-payment plan.

Only until Friday

25%

discount on all toner cartridges!