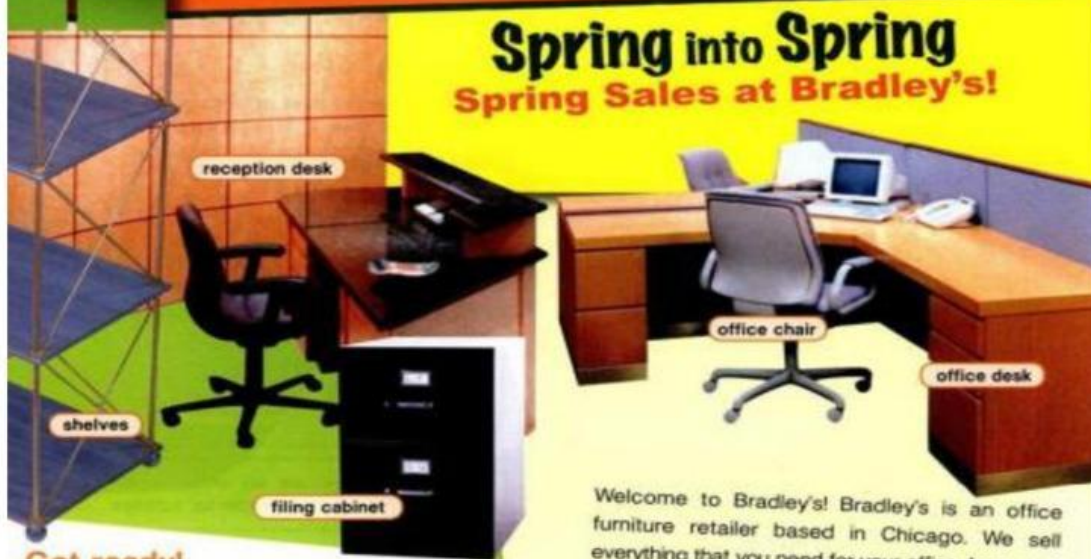


2

Office furniture



Get ready!

- 1 Before you read the passage, talk about these questions.

- 1 What furniture is usually in an office?
- 2 Where are some places you can buy office furniture?

Reading

- 2 Read this excerpt from an office furniture retailer's catalogue. Then, choose the correct answers.

- 1 What is the passage mainly about?
 - A the kinds of chairs Bradley's designs
 - B the types of furniture for sale at Bradley's
 - C new furniture retailer in Chicago
 - D the changes in office furniture styles
- 2 What is new at Bradley's?
 - A the shelves
 - B office chairs
 - C metal desks
 - D filing cabinets
- 3 What is NOT discussed about Bradley's in the passage?
 - A what city it is located in
 - B the number of years it has been open
 - C the amount of the delivery charge
 - D what kind of items it sells

Welcome to Bradley's! Bradley's is an office furniture retailer based in Chicago. We sell everything that you need for your office, from **coat racks** to **filing cabinets**. With over 60 years' experience, we know what you need. Need a new **office desk**? How about a **reception desk**? No problem. We have them! We also have a large selection of **shelves** which come in wood or metal. Come in and **check out** our brand new line of **office chairs**. Bradley's offers different furniture styles, from **traditional** to **modern**. We also deliver to your home or office, Mondays through Fridays. (Delivery charges do apply.)

BRADLEY'S SPRING CATALOGUE

Vocabulary

- 3 Place the words and phrases from the word bank under the correct heading.

Word Bank

reception desk traditional shelf
modern office desk office chair

Furniture	Styles
_____	_____
_____	_____
_____	_____

- 4 Check (✓) the sentence that uses the underlined parts correctly.

- 1 ☐ A Check out these new desks.
☐ B Store these files in that office chair.
- 2 ☐ A My office desk is uncomfortable to sit in.
☐ B Hang your jacket on the coat rack.
- 3 ☐ A This is my great-grandfather's desk. It's very modern.
☐ B You organize folders in a filing cabinet.
- 4 ☐ A The shoes come in black and brown.
☐ B This shelf has six drawers and a matching chair.