

# Office Things

Listen here



## LISTENING ACTIVITY



1. Listen carefully to the audio
2. Write down the missing words below:

**Maria:** Hey, John! Your desk looks so \_\_\_\_\_. How do you \_\_\_\_\_ to keep it that way?

**John:** Thanks, Maria! I always use \_\_\_\_\_ and trays to organize my \_\_\_\_\_. Plus, I have a digital planner for my \_\_\_\_\_.

**Maria:** That sounds useful. I'm always losing my notes! Do you prefer using digital tools over paper \_\_\_\_\_?

**John:** Definitely! I'm used to using notebooks, but now everything is saved online. It's easier to find information that way.

**Maria:** I think I need to try that. Also, where did you get that comfortable \_\_\_\_\_? Mine is terrible for my \_\_\_\_\_.

**John:** I bought it online. A good office chair makes a huge \_\_\_\_\_ when you sit all day.

**Maria:** You're right! I should \_\_\_\_\_ in one. Send me the link later!

**paper work - planner - digital tools - chair - desk - folders**



\_\_\_\_\_



\_\_\_\_\_



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\_\_\_\_\_

# Office Things

Read the dialogue and answer the questions:

1) What does Maria say about John's desk?

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2) What does John use to organize his paperwork?

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3) What does John use to organize his tasks?

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4) What problem does Maria have with her notes?

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5) Does John prefer digital tools or paper notebooks?

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6) What was John used to using before?

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7) Why does John think saving information online is easier?

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8) Where did John buy his office chair?

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9) Why does John think a good office chair is important?

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10) What does Maria ask John to send her later?

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## Writing Practice

Imagine you and your coworker are talking about the things you use at work. Create a dialogue about office objects and their uses.

- Include at least 3 office objects, such as a laptop, printer, planner, stapler, folders, headset, or clipboard.
- Describe at least some of the objects using adjectives, colors, sizes, or functions.
- Explain how you use the objects at work.
- Write at least 8 lines and practice reading the dialogue aloud.

## Useful Expressions

What is that?

What do you use it for?

It's a really useful...

It's small, big, comfortable, or practical.

Where did you get it?

I use it every day.

I need to buy a new one.

I use it to...



Write here your dialogue