

Working with Vocabulary

IC/IS VOCABULARY PRESENTATION

4 21 Match each clock (1-5) with the correct time (a-e). Listen and check.



- a. It's eight o'clock. d. It's quarter to eleven.
 b. It's twenty past one. e. It's half past six.
 c. It's quarter past nine.

5 Write the correct time under each clock.



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6 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 |



7 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.

8 22 Listen to the conversation between Mrs Marks and Paul, an administrative assistant. Complete the sentences.

- Paul is going to file documents in the "Imports from " file.
- Paul is going to distribute the post on the and floors.
- Paul is going to search the Internet for information about in Beijing and Shanghai.
- Paul is going to answer the phone and take messages between and

Your Turn

Work in pairs.

Student A: You are Paul. You need to go home immediately. Student B is going to do your tasks. Tell Student B what to do. Use some of the tasks in Exercises 6 and 7.

Student B: You are another administrative assistant. Ask questions to check you understand. Then give Student A a summary of your tasks.

