Working with Vocabulary

IC/IS VOCABULARY PRESENTATION

4 Write the missing letters to complete the colours.

1. ..... r..... e .....
2. ..... u ..... p ..... e
3. o ..... a ..... g .....
4. b ..... u .....
5. ..... r..... y
6. ..... e ..... l ..... w
7. w ..... i ..... e
8. b ..... a ..... k
9. ..... e .....
10. ..... i ..... k
11. b ..... o ..... n
12. l ..... g ..... t ..... l ..... e

5 Write the correct item under each picture.

envelope • folder • highlighters • hole punch
marker • paper • paper clips • pen • pencil
stapler • pencil sharpener • ring binder
rubber • scissors • staples • sticky tape
toner cartridge • writing pad



Find out more

Look at an office supplies company's website. What other examples of office supplies can you find?

6 Complete the office supplies inventory. Choose the correct answer. Look at the pictures in Exercise 5 to help you.

1. rolls / boxes • 3. pairs / rolls
2. pairs / boxes • 4. packets / rolls

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Office Supplies Inventory	
Item	**Quantity**
Paper	15 [1.] .....
Pens	50 blue 30 red 60 black
Writing pads	12 pads
Scissors	3 [2.] .....
Sticky tape	23 [3.] .....
Highlighters	5 [4.] ..... of 5 plus 20 yellow highlighters
Folders	13

7 27 **Eve and Sally are taking an office supplies inventory. Listen to their conversation and correct the inventory in Exercise 6 in the extra spaces provided.**

THINK!

What else comes … ?

in a roll • in a box • in a packet • as a pair

Your Turn

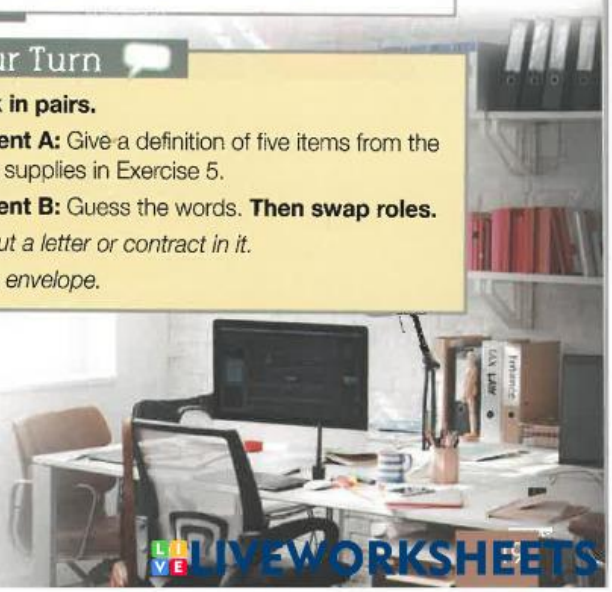
Work in pairs.

Student A: Give a definition of five items from the office supplies in Exercise 5.

Student B: Guess the words. **Then swap roles.**

A: I put a letter or contract in it.

B: An envelope.



LIVEWORKSHEETS