

1 Office items

Write the number of each item next to the correct word or phrase.

stapler _____ 5

staples _____

hole punch _____

scissors _____

paper trimmer _____

foldback clips _____

paper clips _____

drawing pins _____

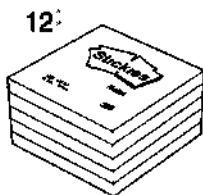
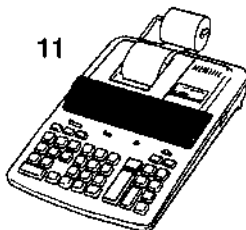
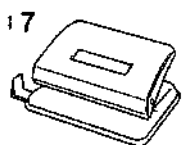
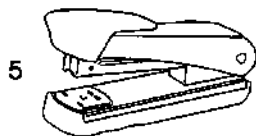
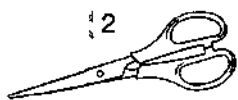
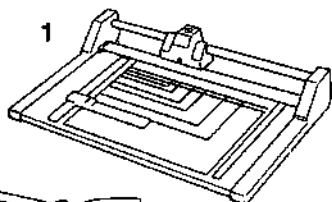
Post-it notes _____

magazine file _____

diary _____

calculator _____

correction fluid _____

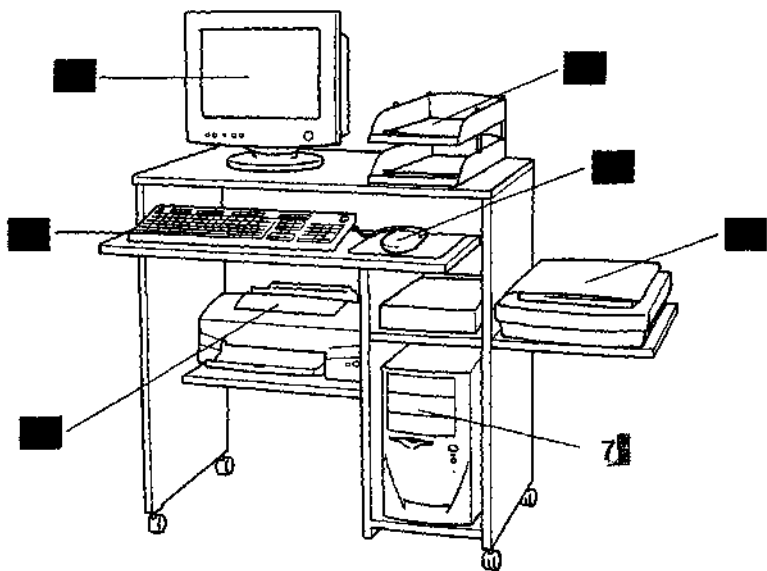


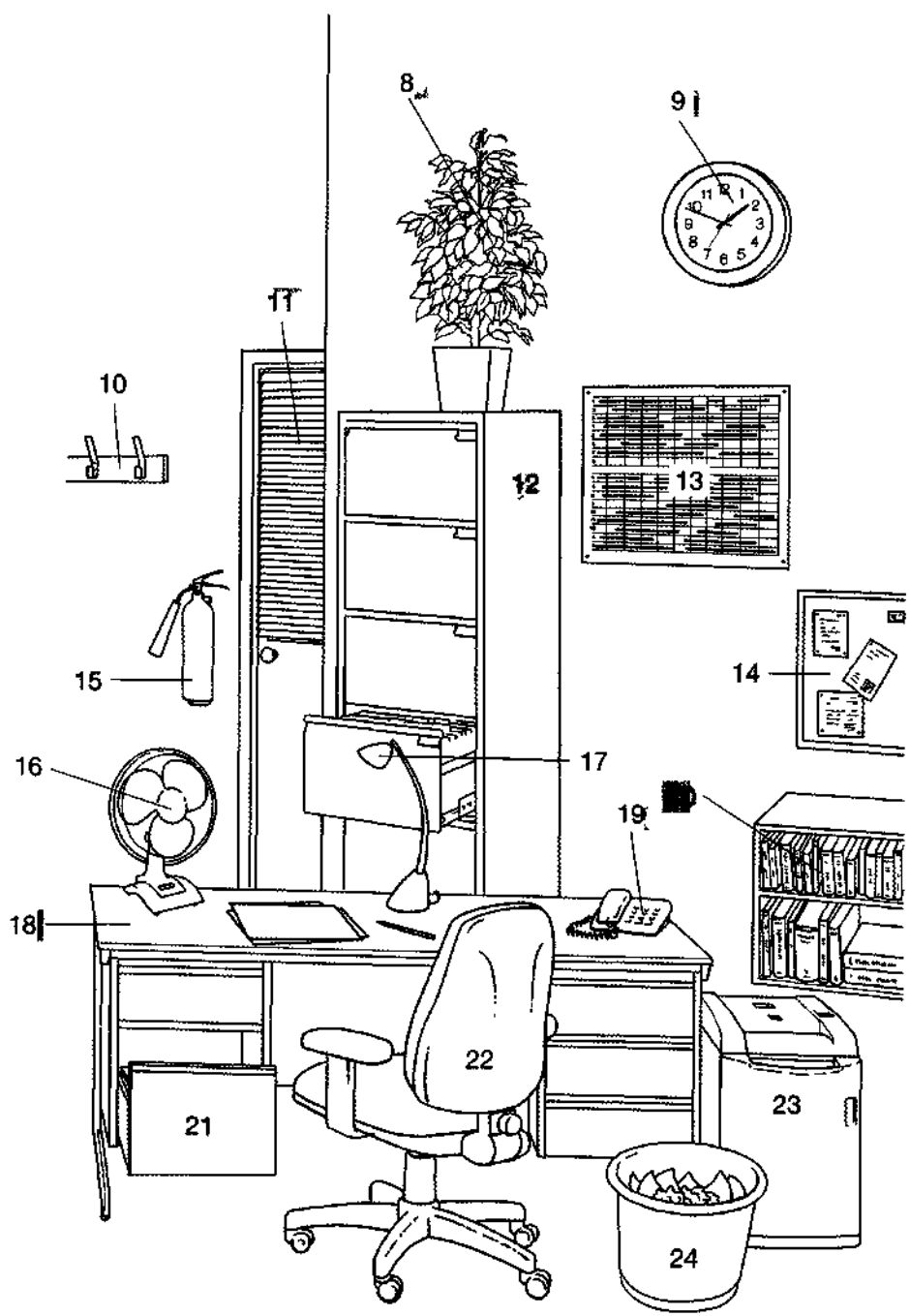
You can practise this activity in the library of listening equipment.

Office furniture

Look at the drawings below and on the page opposite and write the numbers 1-24 next to the correct word or phrase.

desk	<u>18</u>	wall planner	_____
swivel chair	_____	lamp	_____
keyboard	_____	fire extinguisher	_____
notice board	_____	mouse	_____
drawer	_____	plant	_____
waste-paper basket	_____	shredder	_____
monitor	_____	coat hook	_____
bookcase	_____	printer	_____
telephone	_____	blind	_____
in-tray	_____	fan	_____
clock	_____	filing cabinet	_____
scanner	_____	personal computer	_____





Stationery supplies

Match the following descriptions with the correct word(s).

- | | | | |
|----|--|---|-------------------|
| 1 | The people who make and supply us with company stationery, business cards, etc. | a | recycled |
| 2 | The first page of a business letter is always written on a sheet of paper with this at the top. | b | index flags |
| 3 | The special design or way of writing the company name which is found on advertising material, price lists and writing paper. | c | notepad |
| 4 | This kind of paper is better for the environment, it's made from waste fibres. | d | transparency film |
| 5 | Letters are folded and put in this for posting. | e | letterhead |
| 6 | A small piece of paper placed in a package when a letter isn't required. | f | printers |
| 7 | This is stuck on a parcel or package for posting. | g | compliments slip |
| 8 | When stationery is required this is completed. | h | logo |
| 9 | Reminders, notes, dates, times and details are some of the things you can quickly write down in this. | i | label |
| 10 | These are perfect for tabbing, indexing and coding pages so you can find them immediately. | j | envelope |
| 11 | You will need this if you want to make copies that can be shown on an overhead projector. | k | requisition |

1	2	3	4	5	6	7	8	9	10	11
f										