

Office Supplies and Equipment

Name: _____ Date: _____

Vocabulary

Read the words and their meanings.

Word	Meaning	Example
stapler	A small tool. It joins pieces of paper with a staple.	<i>Can I use your stapler, please?</i>
paper clip	A small piece of metal. It holds papers together.	<i>Put a paper clip on these pages.</i>
hole punch	A tool that makes holes in paper.	<i>Use the hole punch before you put the pages in the folder.</i>
folder	A cover for keeping papers together.	<i>The contracts are in the blue folder.</i>
envelope	A paper cover for a letter.	<i>Write the address on the envelope.</i>
sticky notes	Small pieces of coloured paper. They stick to things.	<i>I write my tasks on sticky notes.</i>
scissors	A tool with two blades for cutting paper.	<i>The scissors are in the top drawer.</i>
calculator	A small machine for working with numbers.	<i>I use a calculator to check the prices.</i>
printer	A machine that puts words from your computer onto paper.	<i>The printer is next to the window.</i>
photocopier	A machine that makes copies of papers.	<i>Please make ten copies on the photocopier.</i>
scanner	A machine that puts a paper document onto your computer.	<i>Put the form in the scanner and press Start.</i>
shredder	A machine that cuts old papers into very small pieces.	<i>Put old private letters in the shredder.</i>

1. True or False

Read the sentences. Circle True or False.

1. A hole punch joins pages together. **True / False**
2. Scissors are for cutting paper. **True / False**
3. A folder is a machine. **True / False**
4. A shredder makes copies of papers. **True / False**
5. You write an address on an envelope. **True / False**
6. A calculator helps you with numbers. **True / False**
7. A paper clip cuts paper into small pieces. **True / False**
8. A scanner puts a paper document onto your computer. **True / False**

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9. You can put sticky notes on your computer screen. **True / False**

10. A printer is a small tool you hold in your hand. **True / False**

2. Multiple Choice

Circle the correct answer.

1. My computer document is ready. I send it to the _____.
a) scissors b) envelope c) printer
2. I need to cut this paper. Where are the _____?
a) scissors b) envelopes c) folders
3. I want ten copies of this letter. I use the _____.
a) stapler b) photocopier c) calculator
4. What do you put a letter in?
a) a scanner b) a hole punch c) an envelope
5. Which one is a machine?
a) a paper clip b) a scanner c) a sticky note
6. What is $245 + 380$? Can I use your _____?
a) calculator b) envelope c) printer
7. I want to put these pages in a folder. First, I use the _____.
a) shredder b) calculator c) hole punch
8. Put these old papers in the _____. Then nobody can read them.
a) shredder b) printer c) folder
9. Which one holds papers together?
a) a calculator b) a paper clip c) scissors
10. I write a short message on a _____ and put it on your desk.
a) sticky note b) photocopier c) shredder

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3. Matching

Match the words (1–8) with the meanings (a–h). Write the letter.

- | | | |
|------------------------|-------|--|
| 1. envelope | _____ | a) a machine that makes copies of papers |
| 2. shredder | _____ | b) a cover for keeping papers together |
| 3. stapler | _____ | c) a machine that cuts old papers into small pieces |
| 4. scanner | _____ | d) small pieces of coloured paper that stick to things |
| 5. hole punch | _____ | e) a paper cover for a letter |
| 6. folder | _____ | f) a tool that makes holes in paper |
| 7. photocopier | _____ | g) a machine that puts a paper document onto your computer |
| 8. sticky notes | _____ | h) a tool that joins paper with a staple |

4. Gap Fill

Complete the sentences with words from the box.

scissors calculator envelope shredder printer sticky note folder stapler
scanner photocopier

- I need ten copies. Where is the _____?
- The _____ isn't working. I can't print my report.
- The _____ are sharp. Be careful!
- Keep all the invoices in this green _____.
- I need a _____ to check the numbers on this invoice.
- These pages are loose. Can I use your _____?
- Can you post this _____ today?
- Put your ID card in the _____ and send it to my email.
- I put a _____ on your screen: 'Call Mr Brown at 3.'
- Don't throw away private letters. Put them in the _____.

5. Word Order

Put the words in the correct order to make sentences.

- next / door / printer / the / is / to / The .

- stapler / the / Where / is ?

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3. folder / new / I / need / a .

4. your / Can / scissors / borrow / I ?

5. working / not / The / photocopier / is .

6. envelope / letter / in / Put / the / the .

7. office / scanner / Is / this / in / a / there ?

8. punch / the / hole / Please / use .

6. Word Sort

Write each word in the correct group.

stapler envelope shredder scissors printer sticky notes calculator scanner
folder paper clip photocopier hole punch

Machines	Desk tools	Paper things

7. Complete the Conversation

Choose the correct word for each gap and write it on the line.

Anna is new in the office. Mark is the office manager.

Mark: Good morning, Anna. Do you have everything for your desk?

Anna: Not really. I need (1) _____ and some paper clips. [a shredder / a stapler / a photocopier]

Mark: No problem. They're in the cupboard. What else?

Anna: I have a lot of invoices. Can I have a (2) _____ for them? [folder / calculator / scanner]

Mark: Yes, take this blue one.

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Anna: Thanks. I need to make copies of this contract. Where is the (3) _____? [envelope / hole punch / photocopier]

Mark: It's next to the kitchen. The (4) _____ is there too, for your documents. [printer / scissors / sticky note]

Anna: Great. Oh, and these letters are old and private.

Mark: Please put them in the (5) _____. [calculator / printer / shredder]

Anna: OK. What about this letter for Mr Evans?

Mark: Put it in the (6) _____ and write his address on it. [scanner / stapler / envelope]

Anna: Can I send it by email too?

Mark: Yes. Put it in the (7) _____ first. Then send it from your computer. [scanner / hole punch / scissors]

Anna: Thank you, Mark! I'll write everything on a (8) _____. [shredder / sticky note / calculator]

Mark: Good idea!

Teacher Answer Key - Do Not Distribute

A1 Administration Vocabulary – Lesson 1: Office Supplies and Equipment

1. True or False

1. False 2. True 3. False 4. False 5. True 6. True 7. False 8. True 9. True
10. False

2. Multiple Choice

1. c) printer 2. a) scissors 3. b) photocopier 4. c) an envelope 5. b) a scanner 6.
a) calculator 7. c) hole punch 8. a) shredder 9. b) a paper clip 10. a) sticky note

3. Matching

1. envelope – e 2. shredder – c 3. stapler – h 4. scanner – g 5. hole punch – f 6.
folder – b 7. photocopier – a 8. sticky notes – d

4. Gap Fill

1. photocopier 2. printer 3. scissors 4. folder 5. calculator 6. stapler 7.
envelope 8. scanner 9. sticky note 10. shredder

5. Word Order

1. The printer is next to the door.
2. Where is the stapler?
3. I need a new folder.
4. Can I borrow your scissors?
5. The photocopier is not working.
6. Put the letter in the envelope.
7. Is there a scanner in this office?
8. Please use the hole punch.

6. Word Sort

Machines	Desk tools	Paper things
shredder, printer, scanner, photocopier	stapler, scissors, calculator, paper clip, hole punch	envelope, sticky notes, folder

7. Complete the Conversation

1. a stapler 2. folder 3. photocopier 4. printer 5. shredder 6. envelope 7.
scanner 8. sticky note

Total: 66 marks