

Office Supplies Part 2: Stationery

Name: _____ Date: _____

Vocabulary

Read the words and their meanings.

Word	Meaning	Example
pen	A thing you use to write with ink.	<i>Can I borrow a pen, please?</i>
pencil	A thing for writing or drawing. You can rub it out.	<i>Write your name in pencil.</i>
rubber	A small thing that takes away pencil marks. (US: eraser)	<i>I made a mistake. Where's my rubber?</i>
highlighter	A pen with a bright colour. It shows the important words.	<i>Use a yellow highlighter for the dates.</i>
marker	A thick pen for writing on a whiteboard.	<i>The marker for the whiteboard is blue.</i>
ruler	A long, flat thing for drawing straight lines.	<i>Draw a line with the ruler.</i>
notepad	Small pieces of paper joined together for short notes.	<i>I keep a notepad next to the phone.</i>
ring binder	A big folder with metal rings inside.	<i>Put the pages in the ring binder.</i>
drawing pin	A short pin for putting paper on a board. (US: thumbtack)	<i>Put the poster on the noticeboard with drawing pins.</i>
rubber band	A thin circle of rubber. It holds things together.	<i>Put a rubber band around the pens.</i>
sticky tape	Clear tape that sticks paper. (US: Scotch tape)	<i>Close the box with sticky tape.</i>
label	A small piece of paper on a thing. It gives information.	<i>Write the name on the label.</i>

1. True or False

Read the sentences. Circle True or False.

1. A notepad is a machine. **True / False**
2. A ruler helps you draw straight lines. **True / False**
3. A ring binder has metal rings inside. **True / False**
4. You write on a whiteboard with a pencil. **True / False**
5. Sticky tape is for writing. **True / False**
6. A label gives information about a thing. **True / False**
7. A highlighter is for cutting paper. **True / False**
8. You can put a drawing pin in a noticeboard. **True / False**

Office Supplies Part 2: Stationery

9. A rubber band holds things together. **True / False**

10. A marker is a very small, thin pen. **True / False**

2. Multiple Choice

Circle the correct answer.

1. I want to show the important dates. I use a _____.
a) ruler b) highlighter c) rubber band
2. Put the poster on the noticeboard with _____.
a) drawing pins b) labels c) notepads
3. I made a mistake in pencil. Can I use your _____?
a) marker b) ring binder c) rubber
4. Which one do you use on a whiteboard?
a) a marker b) a ruler c) a label
5. The box is open. Close it with _____.
a) a pencil b) a notepad c) sticky tape
6. Which one has metal rings inside?
a) a rubber band b) a ring binder c) a highlighter
7. I need to draw a straight line. Where's the _____?
a) ruler b) rubber c) pen
8. Write the name of the file on the _____.
a) rubber band b) drawing pin c) label
9. The phone is ringing. Quick, give me a _____ and a pen!
a) ring binder b) notepad c) ruler
10. What is the American English word for 'rubber'?
a) eraser b) thumbtack c) tape

Office Supplies Part 2: Stationery

3. Matching

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

- | | | |
|-----------------------|-------|--|
| 1. notepad | _____ | a) a short pin for putting paper on a board |
| 2. rubber band | _____ | b) clear tape that sticks paper |
| 3. highlighter | _____ | c) a thin circle of rubber that holds things together |
| 4. sticky tape | _____ | d) a pen with a bright colour for important words |
| 5. ruler | _____ | e) a small piece of paper that gives information about a thing |
| 6. label | _____ | f) a thing for writing that you can rub out |
| 7. drawing pin | _____ | g) small pieces of paper joined together for short notes |
| 8. pencil | _____ | h) a long, flat thing for drawing straight lines |

4. Gap Fill

Complete the sentences with words from the box.

label notepad ruler highlighter pen drawing pins sticky tape marker rubber ring binder

- Please sign here. Do you have a _____?
- The _____ for the whiteboard isn't working. It's dry.
- Put all the invoices in the red _____.
- Oh no, a mistake! Can I use your _____?
- Put a _____ on each box: 'Invoices 2026'.
- I use a yellow _____ for the important words.
- The poster is on the noticeboard with four _____.
- I write telephone messages on a _____.
- The envelope is open. Can you give me the _____?
- How long is this paper? Use a _____.

5. Word Order

Put the words in the correct order to make sentences.

- drawer / in / are / The / labels / the .

- pen / borrow / your / Can / I ?

Office Supplies Part 2: Stationery

3. name / pencil / Please / in / write / your .

4. drawing / pins / are / Where / the ?

5. on / desk / The / my / ruler / is .

6. your / highlighter / Is / this ?

7. around / letters / rubber / the / Put / band / a .

8. sticky / more / tape / We / need .

6. Word Sort

Write each word in the correct group.

sticky tape pencil ruler label marker rubber band notepad pen ring binder
highlighter rubber drawing pin

Write with it	Hold or stick	Other desk items

7. Complete the Conversation

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

Tom and Sara are getting the meeting room ready.

Tom: Hi Sara. The team meeting is at ten. Can you help me get the room ready?

Sara: Sure. What do you need?

Tom: First, I need a (1) _____ for the whiteboard. [ruler / rubber band / marker]

Sara: Here you are. It's blue.

Tom: Thanks. Everyone needs a (2) _____ for notes. [notepad / drawing pin / label]

Sara: OK. And pens?

Office Supplies Part 2: Stationery

Tom: Yes, and a yellow (3) _____ for the important points. [ring binder / highlighter / sticky tape]

Sara: No problem. What about the new poster?

Tom: Put it on the noticeboard with (4) _____. [rulers / rubbers / drawing pins]

Sara: Done. And these reports?

Tom: Put them in the (5) _____ with the metal rings. [label / ring binder / notepad]

Sara: These pens are all over the table.

Tom: Put a (6) _____ around them. [rubber band / ruler / highlighter]

Sara: Oh, I made a mistake on the room sign. I wrote it in pencil.

Tom: No problem. Here's a (7) _____. [marker / notepad / rubber]

Sara: Thanks! Now I can put the sign on the door with (8) _____. [a ruler / sticky tape / a pencil]

Tom: Perfect. Thank you, Sara!

Teacher Answer Key - Do Not Distribute

A1 Administration Vocabulary – Lesson 2: Office Supplies Part 2: Stationery

1. True or False

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

2. Multiple Choice

1. b) highlighter 2. a) drawing pins 3. c) rubber 4. a) a marker 5. c) sticky tape
6. b) a ring binder 7. a) ruler 8. c) label 9. b) notepad 10. a) eraser

3. Matching

1. notepad – g 2. rubber band – c 3. highlighter – d 4. sticky tape – b 5. ruler – h
6. label – e 7. drawing pin – a 8. pencil – f

4. Gap Fill

1. pen 2. marker 3. ring binder 4. rubber 5. label 6. highlighter 7. drawing pins
8. notepad 9. sticky tape 10. ruler

5. Word Order

1. The labels are in the drawer.
2. Can I borrow your pen?
3. Please write your name in pencil.
4. Where are the drawing pins?
5. The ruler is on my desk.
6. Is this your highlighter?
7. Put a rubber band around the letters.
8. We need more sticky tape.

6. Word Sort

Write with it	Hold or stick	Other desk items
pencil, marker, pen, highlighter	sticky tape, label, rubber band, ring binder, drawing pin	ruler, notepad, rubber

7. Complete the Conversation

1. marker 2. notepad 3. highlighter 4. drawing pins 5. ring binder 6. rubber band
7. rubber 8. sticky tape

Total: 66 marks