

Documents and Paperwork

Name: _____ Date: _____

Vocabulary

Read the words and their meanings.

Word	Meaning	Example
form	A paper with questions and spaces. You write your information on it.	<i>Please fill in this form.</i>
letter	A message on paper. You send it in an envelope.	<i>There's a letter for you on your desk.</i>
invoice	A paper that tells a customer how much to pay.	<i>Please send the invoice to the customer today.</i>
receipt	A paper that shows you paid for something.	<i>Keep the receipt for the taxi.</i>
payslip	A paper that shows how much money you get for your work.	<i>Your payslip comes at the end of every month.</i>
report	A long document with information about work.	<i>I'm writing the monthly report.</i>
contract	An important agreement on paper. People sign it.	<i>Please read the contract before you sign it.</i>
list	Words or names, one under the other.	<i>Here is the list of names for the meeting.</i>
timetable	A list of times for events, trains or buses.	<i>The training timetable is on the noticeboard.</i>
ID card	A card with your name and photo on it.	<i>Please show your ID card at reception.</i>
certificate	An official paper. It shows you finished a course.	<i>Here is your certificate from the training course.</i>
CV	A document about your education and jobs. (US: résumé)	<i>Please send your CV by email.</i>

1. True or False

Read the sentences. Circle True or False.

1. You get a payslip when you buy something in a shop. **True / False**
2. You write your information on a form. **True / False**
3. A timetable is a machine. **True / False**
4. A contract is a very short note. **True / False**
5. A receipt shows that you paid for something. **True / False**
6. An ID card has your name and photo on it. **True / False**

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7. You send a CV when you want a job. **True / False**
8. You put a letter in a folder when you post it. **True / False**
9. An invoice tells a customer how much to pay. **True / False**
10. A report is usually only one word. **True / False**

2. Multiple Choice

Circle the correct answer.

1. Which one do you send when you want a job?
a) a receipt b) a CV c) an invoice
2. I paid for the taxi. Here is the _____.
a) invoice b) CV c) receipt
3. Please fill in this _____ with your name and address.
a) payslip b) timetable c) form
4. What time is the training? Look at the _____.
a) timetable b) contract c) payslip
5. Show your _____ at reception, please.
a) report b) ID card c) list
6. Which one shows how much money you get for your work?
a) a payslip b) a list c) a letter
7. The customer needs to pay £500. Send them the _____.
a) certificate b) receipt c) invoice
8. Read the _____ carefully before you sign it.
a) contract b) receipt c) ID card
9. I finished the English course. Here is my _____.
a) timetable b) certificate c) invoice
10. The manager wants the sales _____ on Friday. It has 20 pages.
a) report b) list c) receipt

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3. Matching

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

- | | | |
|-----------------------|-------|--|
| 1. receipt | _____ | a) a paper with questions and spaces for your information |
| 2. contract | _____ | b) a list of times |
| 3. CV | _____ | c) a paper that shows you paid for something |
| 4. timetable | _____ | d) a long document with information about work |
| 5. form | _____ | e) an important agreement that people sign |
| 6. payslip | _____ | f) a paper that shows you finished a course |
| 7. certificate | _____ | g) a document about your education and jobs |
| 8. report | _____ | h) a paper that shows how much money you get for your work |

4. Gap Fill

Complete the sentences with words from the box.

payslip ID card timetable letter receipt invoice form list CV contract

- There's a _____ for you. It came in the post this morning.
- I need a _____ of all the people at the meeting.
- Please sign the _____ on page 4.
- Keep your _____ for the hotel. You need it to get your money back.
- New staff fill in this _____ on their first day.
- My _____ says I got £1,800 this month.
- Send your _____ to jobs@greenleaf.com.
- We need to send the _____ to the customer. They must pay by Friday.
- Visitors need an _____ to go into the building.
- The bus _____ is on the wall in the kitchen.

5. Word Order

Put the words in the correct order to make sentences.

- desk / on / report / your / The / is .

- in / form / Please / this / fill .

- invoice / Where / the / is ?

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4. copy / CV / me / your / Send / of / a .

5. receipt / have / Can / a / I ?

6. contract / here / sign / Please / the .

7. noticeboard / is / the / timetable / on / The .

8. card / your / ID / Is / this ?

6. Word Sort

Write each word in the correct group.

contract receipt list CV payslip timetable report ID card invoice letter
certificate form

Money	About a person	Other work documents

7. Complete the Conversation

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

It's Anna's first week. Mark, the office manager, gives her some papers.

Mark: Good morning, Anna. I have some papers for you.

Anna: Good morning, Mark. What are they?

Mark: First, please fill in this (1) _____ with your address and phone number. [receipt / form / timetable]

Anna: OK. Do I need to sign anything?

Mark: Yes. Please sign your (2) _____. It's on page three. [payslip / list / contract]

Anna: No problem. When do I get paid?

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Mark: At the end of the month. You get a (3) _____ by email. [payslip / certificate / CV]

Anna: Great. Oh, here's the (4) _____ for my taxi this morning. [invoice / report / receipt]

Mark: Thanks. I'll give it to the finance team.

Anna: What time is the training on Thursday?

Mark: Look at the (5) _____. It's on the noticeboard. [letter / timetable / ID card]

Anna: Thank you. Do I need anything to go into the building?

Mark: Yes, this is your (6) _____. It has your photo on it. [ID card / form / list]

Anna: Perfect. Do you need my (7) _____ from my English course? [contract / certificate / invoice]

Mark: Yes, please. HR needs a copy of it.

Anna: OK. Anything else?

Mark: That's all. Oh, wait. Can you post this (8) _____ to Mr Evans? [payslip / receipt / letter]

Anna: Of course!

Teacher Answer Key - Do Not Distribute

A1 Administration Vocabulary – Lesson 3: Documents and Paperwork

1. True or False

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

2. Multiple Choice

1. b) a CV 2. c) receipt 3. c) form 4. a) timetable 5. b) ID card 6. a) a payslip
7. c) invoice 8. a) contract 9. b) certificate 10. a) report

3. Matching

1. receipt – c 2. contract – e 3. CV – g 4. timetable – b 5. form – a 6. payslip – h
7. certificate – f 8. report – d

4. Gap Fill

1. letter 2. list 3. contract 4. receipt 5. form 6. payslip 7. CV 8. invoice
9. ID card 10. timetable

5. Word Order

1. The report is on your desk.
2. Please fill in this form.
3. Where is the invoice?
4. Send me a copy of your CV.
5. Can I have a receipt?
6. Please sign the contract here.
7. The timetable is on the noticeboard.
8. Is this your ID card?

6. Word Sort

Money	About a person	Other work documents
receipt, payslip, invoice	CV, ID card, certificate	contract, list, timetable, report, letter, form

7. Complete the Conversation

1. form 2. contract 3. payslip 4. receipt 5. timetable 6. ID card 7. certificate
8. letter

Total: 66 marks