

Verbs for Paperwork

Name: _____ Date: _____

Vocabulary

Read the words and their meanings.

Word	Meaning	Example
fill in	To write information in the spaces on a form.	<i>Please fill in the form with a black pen.</i>
sign	To write your name in your own special way.	<i>Sign the contract at the bottom of page four.</i>
tick	To make this mark (✓) in a box.	<i>Tick the box if you want a receipt.</i>
check	To look at something carefully to see if it is correct.	<i>Please check the numbers on the invoice.</i>
correct	To change a mistake so it is right.	<i>Can you correct the date on this letter?</i>
print	To put words from a computer onto paper.	<i>Can you print the report, please?</i>
copy	To make the same paper again on a photocopier.	<i>Please copy this page five times.</i>
scan	To put a paper document onto a computer.	<i>I scan the receipts every Friday.</i>
staple	To join pages together with a stapler.	<i>Staple the pages together before the meeting.</i>
file	To put papers in the right place, like a folder.	<i>Please file the invoices in the blue folder.</i>
post	To send a letter by mail.	<i>Can you post this letter today?</i>
shred	To cut old papers into very small pieces in a machine.	<i>Please shred the old bank letters.</i>

1. True or False

Read the sentences. Circle True or False.

1. You print a document on a printer. **True / False**
2. You sign a document with a stapler. **True / False**
3. When you file papers, you throw them away. **True / False**
4. You fill in a form with your information. **True / False**
5. You can tick a box with a pen. **True / False**
6. You post a letter by email. **True / False**
7. You scan a document to put it on your computer. **True / False**
8. When you check something, you look at it carefully. **True / False**

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9. When you staple pages, you cut them. **True / False**

10. You shred papers when you want to keep them. **True / False**

2. Multiple Choice

Circle the correct answer.

1. Please _____ your name at the bottom of the page.
a) post b) sign c) scan
2. There is a mistake in the date. Can you _____ it?
a) staple b) file c) correct
3. The printer is working now. I can _____ the report.
a) shred b) tick c) print
4. Please use a black pen to _____ the application form.
a) fill in b) shred c) staple
5. Put the invoices in the right folder. Can you _____ them, please?
a) scan b) file c) copy
6. These old documents are private. Please _____ them.
a) shred b) post c) tick
7. I need five more of this page. Can you _____ it?
a) copy b) sign c) check
8. Please _____ the address carefully before you post the letter.
a) shred b) staple c) check
9. These pages are loose. Can you _____ them together?
a) tick b) staple c) print
10. Do you want a receipt? _____ this box.
a) Tick b) File c) Post

Verbs for Paperwork

3. Matching

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

- | | | |
|-------------------|-------|--|
| 1. shred | _____ | a) put papers in the right place |
| 2. tick | _____ | b) look at something carefully to see if it is correct |
| 3. post | _____ | c) cut old papers into very small pieces |
| 4. file | _____ | d) send a letter by mail |
| 5. fill in | _____ | e) change a mistake so it is right |
| 6. check | _____ | f) write information in the spaces on a form |
| 7. scan | _____ | g) make this mark (✓) in a box |
| 8. correct | _____ | h) put a paper document onto a computer |

4. Gap Fill

Complete the sentences with words from the box.

shred scan staple fill in correct sign check file print post

1. New staff _____ this form on their first day.
2. Can you _____ the timetable? I want a paper copy.
3. I need to _____ the contract. Where's a pen?
4. Can you _____ this letter today? The post office closes at five.
5. Please _____ the receipts in the green folder.
6. Don't throw away private letters. Please _____ them.
7. The price on the invoice is wrong. Please _____ it.
8. Please _____ my ID card and send it to HR by email.
9. Can you _____ the dates in the report? I think there's a mistake.
10. Please _____ the pages of the report together.

5. Word Order

Put the words in the correct order to make sentences.

1. report / print / Can / the / you ?

2. invoices / Friday / file / every / I / the .

3. box / a / the / receipt / Tick / for .

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4. sign / I / Where / do ?

5. envelope / the / address / on / Please / the / check .

6. letters / shred / you / old / Do ?

7. together / the / Please / pages / staple .

8. send / me / documents / Scan / to / the / them / and .

6. Word Sort

Write each word in the correct group.

scan sign file tick shred post staple print correct check copy fill in

Write on the paper	Use a machine	Other paper jobs

7. Complete the Conversation

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

It's a busy morning. Mark, the office manager, gives Anna some paperwork jobs.

Mark: Good morning, Anna. We have a lot of paperwork today.

Anna: Good morning, Mark. What can I do?

Mark: First, can you (1) _____ the sales report? I need three copies. [post / print / tick]

Anna: Of course. Anything else?

Mark: Yes. Please (2) _____ the numbers on this invoice. I think there's a mistake. [check / shred / sign]

Anna: You're right. The total is wrong. I can (3) _____ it now. [correct / file / staple]

Mark: Thank you! And can you (4) _____ the pages of the report together? [scan / fill in / staple]

Anna: No problem. What about these old letters?

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Mark: They're private. Please (5) _____ them. [shred / copy / post]

Anna: And the new receipts?

Mark: (6) _____ them in the blue folder, please. [Tick / Sign / File]

Anna: OK. Oh, HR wants a copy of my certificate.

Mark: (7) _____ it and send it to them by email. [Staple / Scan / Correct]

Anna: Good idea. And this letter for Mr Evans?

Mark: Please (8) _____ it today. [post / fill in / print]

Anna: I'll do it after lunch!

Teacher Answer Key - Do Not Distribute

A1 Administration Vocabulary – Lesson 4: Verbs for Paperwork

1. True or False

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

2. Multiple Choice

1. b) sign 2. c) correct 3. c) print 4. a) fill in 5. b) file 6. a) shred 7. a) copy
8. c) check 9. b) staple 10. a) Tick

3. Matching

1. shred – c 2. tick – g 3. post – d 4. file – a 5. fill in – f 6. check – b 7. scan – h
8. correct – e

4. Gap Fill

1. fill in 2. print 3. sign 4. post 5. file 6. shred 7. correct 8. scan 9.
check 10. staple

5. Word Order

1. Can you print the report?
2. I file the invoices every Friday.
3. Tick the box for a receipt.
4. Where do I sign?
5. Please check the address on the envelope.
6. Do you shred old letters?
7. Please staple the pages together.
8. Scan the documents and send them to me.

6. Word Sort

Write on the paper	Use a machine	Other paper jobs
sign, tick, correct, fill in	scan, shred, print, copy	file, post, staple, check

7. Complete the Conversation

1. print 2. check 3. correct 4. staple 5. shred 6. File 7. Scan 8. post

Total: 66 marks