

**A. Watch ‘The Office’ introduction and write down all the office equipment you can see.**

Nouns	Verbs	Other associated words
A printer/ a photocopier A phone A TV A calculator A shredder A mouse A computer A Tipex A Highlighter A water cooler/ A water dispenser A tie A parcel/ package	To print To call, to phone, to answer To watch To calculate To shred To click To compute To correct/ to Tipex it To Highlight To dispense/ To cool/ To drink/ To chat/ To gossip To wear a tie/ To tie To send/ To receive/ To pack	Sheets of paper/ photocopies  To count / numbers paper

**B. Think of as many synonyms as you can for the following words :**

1. Job (n) Task, work, employment, post, position
2. to recruit (v) to sign up, to hire, to employ, to engage, to enroll
3. Accomplishments (n. pl) achievements, successes, victories, skills, qualifications, awards
4. Candidate (n) suitor, job seeker, contestant, applicant, runner

**C. Think of as many words as you can associated with ‘computer’.**