



Office Work



1. supply cabinet

5. executive

9. desk

13. PBX

2. clerk

6. presentation

10. file clerk

14. receptionist

3. janitor

7. cubicle

11. file cabinet

15. reception area

4. conference room

8. office manager

12. computer technician

16. waiting area

Ways to greet a receptionist

*Good morning. I'm here for a job interview.
Hello. I have a 9 a.m. appointment with Mr. Lee.
Hi. I'm here to see Mr. Lee. He's expecting me.*

Role play. Talk to a receptionist.

A: *Hello. How can I help you?*
B: *I'm here for a job interview with Mr. Lee.*
A: *OK. What is your name?*



Office Equipment



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|--------------------|------------------|--------------------|-------------------------------|
| 17. computer | 20. scanner | 23. photocopier | 26. electric pencil sharpener |
| 18. inkjet printer | 21. fax machine | 24. paper shredder | 27. postal scale |
| 19. laser printer | 22. paper cutter | 25. calculator | |

Office Supplies



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|------------------|----------------------|-----------------------------|----------------------|
| 28. stapler | 34. rubber band | 40. mailer | 46. ink pad |
| 29. staples | 35. pushpin | 41. mailing label | 47. stamp |
| 30. clear tape | 36. correction fluid | 42. letterhead / stationery | 48. appointment book |
| 31. paper clip | 37. correction tape | 43. envelope | 49. organizer |
| 32. packing tape | 38. legal pad | 44. rotary card file | 50. file folder |
| 33. glue | 39. sticky notes | 45. ink cartridge | |