

# My equipment at the office

VOCABULARY

LEVEL  
Beginner

NUMBER  
EN\_BE\_2115V

LANGUAGE  
English

lingoda



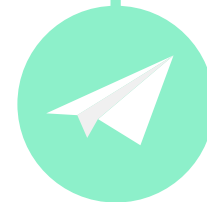


## Goals

- Can use and understand words to identify equipment and furniture at the office.
- Can use simple phrases and sentences to describe the equipment of a particular office.



I use a **computer** and my **mobile phone** every day. I try not to use the **photocopier** and the **printer** a lot.





## Preview and warm-up

In this lesson you are going to learn how to talk about **equipment** that you find in an **office**.



I am using the **photocopier**.

computer

laptop

A **computer**, or *personal computer*, is in our office or our home. A **laptop** is a computer we can take anywhere.



I use my **computer** at work every day.



I can work on my **laptop** in a café.



## New words

screen

We look at our computer **screen** all day.

keyboard

We type on the **keyboard**.

mouse

We use the **mouse** to click.

printer

The **printer** gives us paper documents.



## New words

**program**

There are lots of **programs** on our computers.



**word processor**

We use a **word processor** to type documents. Microsoft Word is an example.



**photocopier**

The **photocopier** can make copies of our paper documents.





## Complete the sentences

**Complete these sentences in your own words. Ask your teacher for help if you need it.**

1. I use a computer to...

2. I use a printer...

3. We \_\_\_\_\_ on a keyboard.

4. We use a mouse to...





## Speaking

Describe what you can see in these pictures.





## Speaking

**Answer the questions with your partner.**



1

Do you prefer working on a laptop or a computer?

2

Which programs do you use most at work?

3

How often do you use the photocopier at work?

telephone

mobile phone

A **telephone** is connected with a wire. You can use a **mobile phone** anywhere.



I take my **mobile phone** everywhere.



## New words

email

I am writing an **email**.



instant messenger

I can communicate with my colleagues quickly via **instant messenger**.



fax

Not many offices use **fax** machines now.





What can you see in the pictures?





## Fill in the gaps

Fill in the gaps with the correct word.

1. \_\_\_\_\_ is a really fast way to talk to people in your own company.
2. People can call your \_\_\_\_\_ when you are out of the office.
3. People don't use \_\_\_\_\_ machines very often now.
4. Office workers often get hundreds of \_\_\_\_\_ every day.
5. A \_\_\_\_\_ has a wire and is used in an office.

fax

mobile phone

telephone

instant messenger

emails



## Speaking

**Which method of communication do you use every day at work?**



**Is there any method that you never use?**



## New words

desk

I share my **desk** with a colleague.

chair

My **chair** is comfortable.

wastepaper bin

Where is the **wastepaper bin**?

whiteboard

Please write your name on the **whiteboard**.





## New words

pen

Do you have a **pen**?



paper

I need some **paper**.



scissors

I have lost my **scissors**.



envelope

I need an **envelope** for this letter.



file

Is this the **file** you are looking for?





## More office equipment

**Can you think of any more equipment you have in your office?  
Brainstorm with your teacher.**





## Match the word to the picture

1. chair

2. desk

3. wastepaper bin

4. whiteboard

5. scissors

6. envelope

A



C



E



B



D



F





## Listening

**Listen to your teacher talking about equipment her office has, and things they need to buy. Add each item to the correct list.**

We have

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## Speaking

Tell your partner what **equipment** you have in your **office**. Is there anything you need to **buy**?





## Read through the dialogue with a partner



John, I have lost my pen. Do you have one?

Yes of course. Here you are.

Thanks. And do you have any paper?

No sorry. Ask Sue.

OK. And, where is the wastepaper bin?

It is next to the door.



## Roleplay

**Think of three things that you need and role play asking for them with a partner. Then, swap roles.**

I have lost my...

Here you go!

**Student A: you have lost everything!**

**Student B: help student A find what they need**



## Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

no






## Reflect on this lesson

Think about everything you have seen in this lesson.  
What were the most difficult activities or words? The easiest?



If you have time, go over  
the most difficult slides again



## Answer key

### Exercise p. 15

1. instant messenger, 2. mobile phone, 3. fax, 4. emails, 5. telephone

### Exercise p. 19

1. C, 2. E, 3. A, 4. B, 5. F, 6. D

### Exercise p. 21

We have: envelopes, pens, scissors, desks

We need: paper, wastepaper bins (x4), chairs (x2)



## Transcription

**Exercise p. 21**  
OK, we have lots of envelopes but no paper! We need to buy that. We have some pens and we have a lot of scissors. We don't have enough wastepaper bins, we need to buy four more. Everyone has a desk, but I don't have a chair and Julian doesn't have a chair. So we need two more chairs.





## Multiple choice

1. We use a \_\_\_\_\_ to type on our computers.

- a. mouse                      b. fax                      c. keyboard                      d. cell phone

2. We use \_\_\_\_\_ to cut things.

- a. paper                      b. scissors                      c. whiteboard                      d. pens

3. \_\_\_\_\_ addresses always have an @ symbol.

- a. Fax                      b. Computer                      c. Laptop                      d. Email

4. We use a \_\_\_\_\_ to put old papers in.

- a. whiteboard                      b. wastepaper bin                      c. photocopier                      d. telephone



## Homework email writing

**Write an email to the supply manager. Tell them what equipment you need for your office.**

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□

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To:

Subject: Office equipment

Dear...



## Homework answer key

**Exercise p. 30**  
1. c, 2. b, 3. d, 4. b



## About this material

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### **lingoda** Who are we?



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# LESSON PROPERTIES

## REMINDER

The “About this material slide” should be the last slide.

This placeholder is to remind you to also introduce the lesson properties.

Go here:

File → Info → Properties → Advanced properties

And remember to introduce the **lesson type** and the **language** before the title of the lesson. Examples:

- *English skills: What time is it?*
- *Savoir-faire en français : Commander quelque chose dans un restaurant*
- *Expresiones en español: Pedir en un restaurante*
- *Kommunikation auf Deutsch: Eine Postkarte schreiben*

Introduce also **a short description of the lesson** in the target language and 5 to 10 **keywords** separated by commas (these keywords can and should repeat words from the title or description of the lesson).