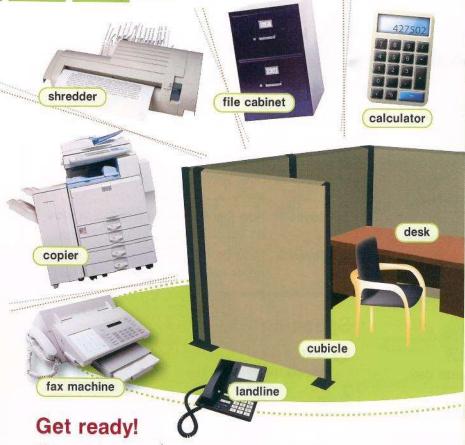


## Office Equipment

Name: Class:

Date: March 24th, 2020.-



1 Before you read the passage, talk about these questions.

- 1 What are some common pieces of office equipment?
- 2 Why is it important to keep equipment properly maintained?

#### Reading

- Read the to-do list. Then, choose the correct answers.
  - 1 What is the purpose of the list?
    - A to define different kinds of office equipment
    - B to reprimand an employee for neglecting maintenance
    - C to outline an employee's specific duties for the day
    - D to give suggestions on maintenance to perform
  - 2 Which of the following is NOT a duty given in the list?
    - A to oil the file cabinet
    - B to replace toner in the copier
    - C to put batteries in the new calculators
    - D to empty the shredder into the trash
  - 3 Why does the employee need to check the landline?
    - A because the copier is broken
    - B because the fax machine isn't working
    - C because employees cannot make or receive phone calls
    - D because a new employee is starting on Monday and needs a phone

Fran,

Here is your to-do list for the day. Thanks, John

- 1 Replace the toner in the copier.
- 2 The fax machine is not working. Please check the landline.
- 3 The shredder needs to be emptied. Make sure to recycle the paper. Do not throw it in the trash.
- 4 We received a shipment of new calculators. Please put batteries in them. Then, place one on each desk.
- 5 A new worker is starting on Monday. He needs a cubicle. There is room in the southwest corner. You know where to find the extra dividers.
- 6 The **file cabinet** is sticking.
  Please oil it.

#### Vocabulary

Match the words or phrases (1-8) with the definitions (A-H).

| 1 | - | desk  | 5 | - | file | cabinet |
|---|---|-------|---|---|------|---------|
| 2 | _ | toner | 6 | _ | fax  | machine |

3 \_ shredder 7 \_ calculator 4 \_ cubicle 8 \_ landline

- A a device used to send documents from one person to another
- B a machine used to destroy confidential or sensitive documents
- C a large set of drawers for storing files
- D a small room made with partitions in which people work
- E a device used for performing simple mathematical operations
- F a flat surface at which people work while sitting
- **G** a phone line that runs through the ground
- H powdered ink used by a copier

- Choose the sentence that uses the underlined part correctly.
  - 1 A I need to use the <u>copier</u> to reproduce some documents.
    - **B** He put the document in the <u>shredder</u> to send it to his client.
  - 2 A The file cabinet needs new batteries.
    - B A cubicle is like a small office.
  - 3 A I use my <u>calculator</u> when adding up my sales numbers.
    - **B** The <u>fax machine</u> is useful for printing documents.
- 5 Solution Lister and read the to-do list again.
  What does the employee need to do with the calculators?

#### Listening

- - 1 \_\_ The man is checking on the woman's progress.
  - 2 \_\_ The woman has not completed any of her tasks.
  - 3 \_\_ The man wants the woman to look at the fax machine next.
- Which is the conversation.

| Manager:            | How far have you gotten on 1 today?       |
|---------------------|---|
| Maintenance worker: | I'm about 2                               |
| Manager:            | Did you have a chance to replace 3 yet?   |
| Maintenance worker: | Yes, that's the 4<br>I did.               |
| Manager:            | Great, thank you. Did you get to the 5?   |
| Maintenance worker: | No, I haven't 6                           |
| Manager:            | Please do that next. It's very important. |

### **Speaking**

(3) With a partner, act out the roles below based on Task 7. Then, switch roles.

#### **USE LANGUAGE SUCH AS:**

Have you had a chance ...

Did you get to ...

I'm about to ...

**Student A:** You are an office manager. Talk to Student B about:

- his or her progress
- · what tasks he or she has completed
- what he or she should do next

Student B: You are a maintenance worker. Talk to Student A about your progress for the day.

#### Writing

Use the conversation from Task 8 to complete the maintenance request form.



# JJ's Financial Maintenance Request Form

| Equipment: |                                       |
|------------|---------------------------------------|
| Problem:   |                                       |
|            | and a less best while reall a         |
|            |                                       |
| Equipment: | Militaria himas analysish sika        |
| Problem:   | BUT THE SELECT OF THE PARTY OF THE    |
|            | What the same of the same of the same |