

D Vocabulary

Key Vocabulary

Read the paragraph about office supplies, equipment, and furniture and check your understanding of the meaning of the words in bold.

Well-equipped offices need a wide variety of **equipment** and **stationery**. Every office needs stationery **supplies** such as pens, **labels**, **paper clips**, **stapler** and **staples**, **tape**, and **scissors**. Many businesses have a large **supply room** that contains **shelves** full of office supplies. Most offices have a **filing cabinet** for important documents and some offices even have a **safe** where they keep money or valuable papers. But that's not enough for the modern office. Each office worker also needs a **PC** or **laptop** on their desk. They also need access to a **printer**, a **scanner**, a **fax machine**, and a **copy machine**.

Vocabulary note

The words *stationary* and *stationery* look and sound similar.

Stationery is a noun.

*I stopped at the office supply store to buy some **stationery**.* (writing materials: paper, envelopes, pens, pencils, notepads, etc.)

Stationary is an adjective.

*The train was **stationary**.* (not moving)

Vocabulary note

The word *safe* has more than one meaning.

Safe can be a noun.

*The jewelry was placed inside the **safe**.* (= a box made of steel used to store valuable items)

Safe can be an adjective.

Have a **safe** travel. (= free from danger or harm)

1 It is Andrew's first day at a new job. Read this conversation between Andrew and his new colleague, Jasmine. Choose the correct words to complete the conversation.

Jasmine: So, here is the **1** *supply / equipment* room. It has everything you need, I think. Each **2** *laptop / shelf* has a label that tells you what's on it. This one's for papers and pads.

Andrew: Oh, you keep a lot of supplies here. Can I take I need now? I think I'm going to need some **3** *scanners / stationery*. Markers and pens would be useful, for a start.

You can see the whole lesson from your teacher, please ask them to send it to you before the class.

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