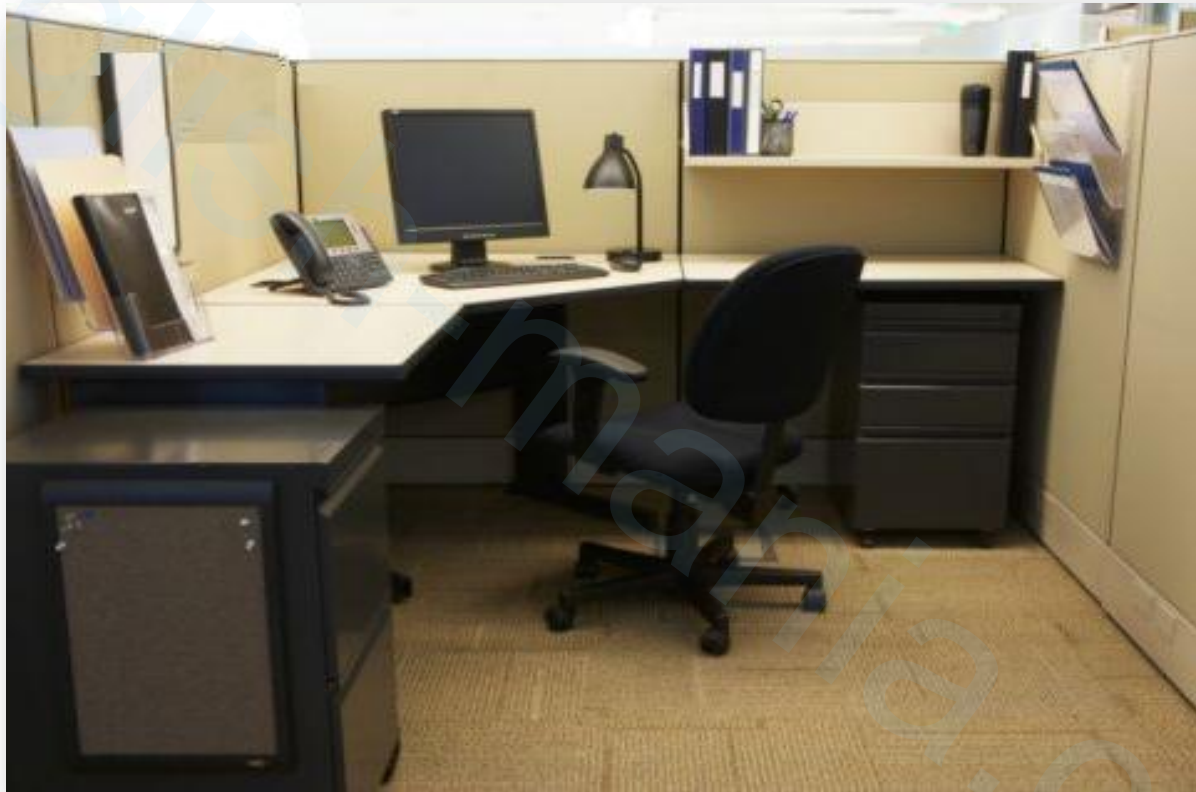


Course: Business English

Level 1

Day №3

The Office



DESCRIBE THIS OFFICE.

How similar or different is it from yours?

Vocabulary File

Office Files

Which of these things do you have on your desk?

Which do you have in your office?

Write office or desk next to the things you have.

Whiteout _____

Eraser _____

Computer _____

Fax machine _____

Coffee maker _____

Stapler _____

Ruler _____

Filing cabinet _____

Telephone _____

Printer _____

Lamp _____

Electric socket _____

Clock _____

scissors _____

paper _____

monitor _____

book shelf _____

calculator _____

telephone directory _____

drawers _____

glue _____

paper clips _____

files _____

pictures _____

plants _____

whiteboard _____

Where are my stuff?



Where is the computer?
Where is the trash bin?
Where are the CDs?

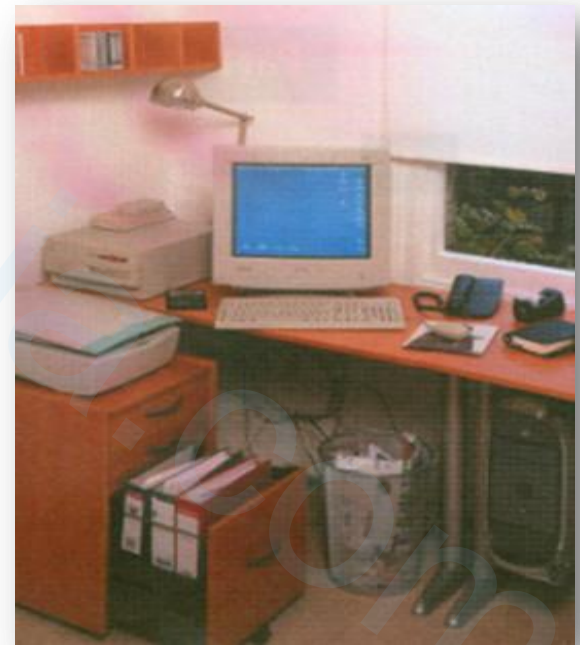
Language focus

Look at the picture and use the prepositions below to complete the sentences.

next to in on in front of near behind

Example: *The shelf is **on** the wall. There is a telephone **on** the desk.*

1. There is a calculator the computer.
2. The computer disks are the shelf.
3. The is the window.
4. The is the computer.
5. The files are the filing cabinet.
6. The book is the computer.



Speaking practice



Talk about this workspace.

What things can we find here and where exactly are they?

***Thank you for
today!***

***I'm looking forward to
seeing you again!***