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The 4 page 60 minute ESL British English lesson – 10/04/14

Office Stationery and Equipment

Today let's talk about office stationery and office equipment. Here is a selection...

Things that hold pieces of paper together include: staples that are in a stapler, Sellotape, a bulldog clip and a paperclip. The latter can be kept in a paperclip holder. To remove the staple in the paper we use a staple remover! Rubber bands can be used to bundle paper documents together.

A 'Pritt' stick, a form of glue, can sometimes be useful to glue things together. 'Blue-Tak' or drawing pins are used to pin pieces of paper on a notice board. A hole-punch makes two holes in paper to allow paper to be joined together.

These days plastic sheets that fit into plastic folders have largely replaced the old-fashioned clip binders. 'Highlighter' pens are very popular today alongside our many different pens and pencils. The latter needs a pencil sharpener. We use a rubber to erase a pencil error.

Everyone uses a pair of scissors, a ruler and a calculator. There might be a desk calendar on the wall. An 'in tray' or trays could be on the desk to put paperwork in. You could have a letter opener.

Business cards can sit in a pile to give to a customer or client. Narrow 'stickies' to highlight a certain page are useful. 'Sticky' note pads or 'post-it' pads are also highly popular.

Every desk is likely to have a computer, laptop or tablet on it, as well as a mobile phone. Nearby could be a printer, scanner or photocopier. Underneath the desk is normally a set of drawers. Any rubbish goes in the waste paper bin! If you are in a home office environment, you might sit on a swivel chair, use a table lamp and have a used coffee cup/mug on your desk!

SPEAKING – WARM UP

Think of three bits of office stationery. Go round the room swapping details with others.

LISTENING – WRITING - DICTATION

The teacher will read some lines of the article slowly to the class.

READING

Students should now read the article aloud, swapping readers every paragraph.

SPEAKING - UNDERSTANDING

1) The article – Students check any unknown vocabulary or phrases with the teacher.

2) The article - Students should look through the article with the teacher.

- 1) What is the article about?
- 2) What do you think about the article?
- 3) Was this an easy or difficult article to understand?
- 4) Was this a boring or interesting article?
- 5) Discuss the article.

3) Article quiz - Students quiz each other in pairs. Score a point for each correct answer. Score half a point each time you have to look at the article for help. See who can get the highest score!

Student A questions

- 1) What is a 'hole-punch'?
- 2) What is a 'stapler'?
- 3) What is 'Sellotape'?
- 4) What is a 'Sticky'?"
- 5) What is a 'scanner'?

Student B questions

- 1) What are 'scissors'?
- 2) What is 'rubbish'?
- 3) What is a 'bulldog clip'?
- 4) What is a 'staple remover'?
- 5) What is a 'tablet'?

**Category: Business / Stationery / Office Equipment
Intermediate / Upper Intermediate**

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WRITING / SPEAKING

In pairs. On the board write as many words as you can to do with '**Office stationery / Office equipment**'. *One-two minutes.* Using your words compile a short dialogue together.

WRITING / SPEAKING / DRAWING

On the board - In pairs - Draw the following:

Stapler / Sellotape / bulldog clip / staple remover / rubber band / rubber / pencil / pen / paperclip / drawing pin / hole-punch / plastic sheet / plastic sheet folder / pencil sharpener / highlighter pens / stickies / post-it note pad / letter opener / mug of coffee

Add five more of your own ideas!

Explain what each item does. *5 mins.*

The teacher will choose some students to hear their explanations.

SPEAKING – ROLEPLAY 1

In groups. You are one of the following four guests or are the interviewer. You are in the *Office FM* radio studio. Today's interview is: *Office stationery and Office equipment. 10 mins.*

- 1) A stapler.
- 2) A photocopier.
- 3) A plastic folder.
- 4) A hole-punch.

The teacher will choose some groups to roleplay their interview in front of the class.

SPEAKING - ROLEPLAY 2

In pairs. Student A is a student. Student B is a salesperson in a stationery shop. Student A wants to buy some new stationery. *5 mins.*

SPEAKING – DISCUSSION

Allow 10 minutes – As a class.

*Office stationery and office equipment
Compare today and in the past!
What might we use in the future?*

The teacher can moderate the session.

DISCUSSION

Student A questions

- 1) Did the headline make you want to read the article?
- 2) Did you know most of the words in the article?
- 3) How often do you use a Highlighter?
- 4) Are 'Sticky' note pads useful?
- 5) Do you use plastic folders?
- 6) Do you use scissors? For what?
- 7) Do you have a business card?
- 8) Do you use a scanner? For what?
- 9) Where is your waste paper bin?
- 10) Have you learnt anything today?

DISCUSSION

Student B questions

- 1) What do you think about what you've read?
- 2) Do you use Pritt or Blue Tak?
- 3) How many paper clips do you have?
- 4) Do you use rubber bands? For what?
- 5) Do you use drawing pins? For what?
- 6) When did you last use a ruler?
- 7) How often do you use a pencil and rubber?
- 8) Do you use a letter opener?
- 9) Has this been a difficult lesson for you to understand?
- 10) Did you like this discussion?

GAP FILL: READING

Office Stationery and Equipment

Today let's talk about office stationery and office equipment. Here is a selection...

Things that hold pieces of paper together include: staples that are in a (1)__, Sellotape, a bulldog clip and a paperclip. The latter can be kept in a paperclip holder. To remove the staple in the paper we use a staple remover! Rubber bands can be used to (2)__ paper documents together.

A 'Pritt' stick, a form of glue, can sometimes be useful to (3)__ things together. 'Blue-Tak' or drawing pins are used to pin pieces of paper on a notice board. A (4)__ makes two holes in paper to allow paper to be joined together.

These days plastic sheets that fit into (5)__ have largely replaced the old-fashioned clip binders. 'Highlighter' pens are very popular today (6)__ our many different pens and pencils. The (7)__ needs a pencil sharpener. We use a (8)__ to erase a pencil error.

rubber / hole-punch / latter / stapler / glue / alongside / plastic folders / bundle

Everyone uses a pair of (1)__, a ruler and a calculator. There might be a desk calendar on the wall. An 'in tray' or trays could be on the desk to put paperwork in. You could have a letter opener.

Business cards can sit in a (2)__ to give to a customer or client. Narrow 'stickies' to highlight a certain page are useful. 'Sticky' note pads or 'post-it' pads are also highly popular.

Every desk is likely to have a computer, (3)__ or tablet on it, as well as a mobile phone. Nearby could be a printer, (4)__ or photocopier. (5)__ the desk is normally a set of drawers. Any (6)__ goes in the (7)__!

If you are in a home office environment, you might sit on a swivel chair, use a table lamp and have a used coffee cup/(8)__ on your desk!

mug / scissors / underneath / rubbish / laptop / scanner / waste paper bin / pile

GAP FILL: GRAMMAR

Office Stationery and Equipment

Today let's talk about office stationery and office equipment. (1)__ is a selection...

Things (2)__ hold pieces (3)__ paper together include: staples that are in a stapler, Sellotape, a bulldog clip and a paperclip. The latter can be kept in a paperclip holder. To remove the staple in the paper we use a staple remover! Rubber bands can be used to bundle paper documents together.

(4)__ 'Pritt' stick, a form of glue, can sometimes be useful to glue things together. 'Blue-Tak' or drawing pins are used to pin pieces of paper on a notice board. A hole-punch makes two holes (5)__ paper to allow paper to be joined together.

(6)__ days plastic sheets that fit into plastic folders have largely replaced the old-fashioned clip binders. 'Highlighter' pens are very popular today alongside our (7)__ different pens and pencils. The latter needs a pencil sharpener. (8)__ use a rubber to erase a pencil error.

these / that / many / here / we / in / of / a

Everyone uses a pair of scissors, a ruler and a calculator. There (1)__ be a desk calendar on the wall. An 'in tray' or trays (2)__ be on the desk to put paperwork in. You could have a letter opener.

Business cards (3)__ sit in a pile to give to a customer or client. Narrow 'stickies' to highlight a certain page are useful. 'Sticky' note pads (4)__ 'post-it' pads are also highly popular.

Every desk is likely to have a computer, laptop or tablet on it, (5)__ a mobile phone. Nearby could be a printer, scanner or photocopier. Underneath the desk is normally a set of drawers. (6)__ rubbish goes in the waste paper bin!

If you are in a home office environment, (7)__ might sit on a swivel chair, use a table lamp and have a used coffee cup/mug on (8)__ desk!

as well as / your / might / could / you / can / any / or

GAP FILL: LISTENING

Office Stationery and Equipment

Today let's talk about _____ and office equipment. Here is a selection...

Things that hold _____ include: staples that are in a stapler, Sellotape, a bulldog clip and a paperclip. The latter can be kept in a paperclip holder. To remove the staple in the paper we use a staple remover! _____ used to bundle paper documents together.

A 'Pritt' stick, a form of glue, can sometimes be useful to glue things together. 'Blue-Tak' or drawing pins are used to pin pieces of paper on a notice board. _____ two holes in paper to allow paper to be joined together.

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_____ in a pile to give to a customer or client. Narrow 'stickies' to highlight a certain page are useful. 'Sticky' note pads or 'post-it' pads are also highly popular.

_____ to have a computer, laptop or tablet on it, as well as a mobile phone. Nearby could be a printer, scanner or photocopier. Underneath the desk is normally a set of drawers. Any rubbish goes in the waste paper bin!

If you are in a _____, you might sit on a swivel chair, use a table lamp and have a used coffee cup/_____!

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WRITING/SPELLING

WRITING / SPEAKING

1) On the board - In pairs, as a class - write down **20 other things you might see in an office**. Talk about them! 5 mins.

2) Sentence starters - Finish these sentence starters. Correct your mistakes. Compare what other people have written.

- 1) A plastic folder _____
- 2) A stapler _____
- 3) A paperclip _____

3) Homework - Write and send a 200 word email to your teacher about: **Office Stationery and Equipment**. Your email can be read out in class.

GAP FILL READING

- 1) stapler
- 2) bundle
- 3) glue
- 4) hole-punch
- 5) plastic folders
- 6) alongside
- 7) latter
- 8) rubber

ANSWERS

- 1) scissors
- 2) pile
- 3) laptop
- 4) scanner
- 5) underneath
- 6) rubbish
- 7) waste paper bin
- 8) mug

SPELLING

The teacher will ask the class individually to spell the following words that are in the article. Afterwards check your answers.

- 1) stationery
- 2) documents
- 3) bundle
- 4) equipment
- 5) together
- 6) stapler
- 7) popular
- 8) scissors
- 9) calculator
- 10) might

SPELLING

Use the following ratings:

Pass = 12

Good = 15

Very good = 18

Excellent = 20

- 11) could
- 12) rubber
- 13) narrow
- 14) useful
- 15) underneath
- 16) normally
- 17) waste paper
- 18) environment
- 19) swivel
- 20) mug

Office Stationery and Equipment - *10th April 2014*