

# Word Bank

## OFFICE

**Question:** Which 7 words below are kinds of people?



- B** binder *n.*  
book shelf *n.*
- ▶ **boss** *n.*  
briefcase *n.*  
bulletin board *n.*
- C** calendar *n.*  
client *n.*  
coffee break *n.*  
computer *n.*  
correction fluid *n.*  
co-worker *n.*  
cubicle *n.*  
customer *n.*
- D** department *n.*  
desk *n.*
- E** desk drawer *n.*  
envelope *n.*  
eraser *n.*  
extension number *n.*  
fax *n., v.*
- F** fax machine *n.*  
file *n., v.*  
file cabinet *n.*  
file folder *n.*
- G** glue *n.*  
glue stick *n.*
- H** hole punch *n.*
- I** invoice *n.*
- L** lobby *n.*  
lunch break *n.*
- M** manager *n.*  
meeting *n.*  
memo *n.*
- N** nine-to-five *phr.*  
notice *n.*  
notice board *n.*
- O** office furniture *n.*  
office supplies *n.*
- P** paper clip *n.*  
paper cutter *n.*  
pen *n.*  
pencil *n.*  
pencil sharpener *n.*  
photocopier *n.*  
photocopy *v.*  
presentation *n.*  
printer *n.*  
printing paper *n.*
- R** receipt *n.*  
receptionist *n.*  
report *n., v.*
- S** scissors *n.*  
secretary *n.*  
staff *n.*  
staple *n., v.*  
stapler *n.*
- T** tape *n., v.*  
telephone *n., v.*  
thumbtack *n.*  
time clock *n.*  
type *v.*
- W** waste basket *n.*  
water fountain *n.*

**Aims** Supplementary vocabulary building

**Level** Intermediate to Advanced

## **ANSWER KEY**

## *My Notes*

**Question:** “Which 7 words below are kinds of people?”

boss; client; co-worker; customer;  
manager; receptionist; secretary; staff