

Office supplies and stationary vocabulary and conversation PDF

Office supplies and stationary vocabulary



List of office supplies and stationary vocabulary

1 desk	10 desk calendar	18 legal pad	27 rubber stamp
2 stapler	11 Post-It note pad	19 file folder	28 ink pad
3 letter tray/ stacking tray	12 organiser / personal planner	20 index card	29 glue stick
4 rotary card file	13 rubber band	21 envelope	30 glue
5 desk pad	14 paper clip	22 stationery / letterhead (paper)	31 rubber cement
6 appointment book	15 staple	23 mailer	32 correction fluid
7 clipboard	16 thumb tack	24 mailing label clear tape	33 sellotape
8 note pad / memo pad	17 push pin	25 typewriter cartridge	34 packing tape / sealing tape
9 electric pencil sharpener		26 ink cartridge	

Conversation about office supplies and stationary vocabulary

A. Could you get some more _____s from the supply room? Use numbers 13 to 21 and 23 to 29.

B. Some more _____s. Sure. I'd be happy to.

A. Could you get some more _____ from the supply room? Use numbers 22, and 30 to 34.

B. Some more _____. Sure. I'd be happy to.

A. My desk is a mess! I can't find my _____. Use numbers 2 to 12.

B. Here it is next to your _____.

Exercise about office supplies and stationary vocabulary

Which supplies and equipment do you use?

Where do you buy them?

What do you use them for?

Which supplies in this lesson do you have at home?

Which supplies in this lesson do you have at school?