

Office, workplace and business vocabulary and conversation English lesson PDF

Office, workplace and business vocabulary



List of office, workplace and business vocabulary

A reception area	1 coat rack	11 swivel chair	21 employer/ boss	a take a message b give a presentation c sort the mail d make copies e file f type a letter
B conference room	2 coat closet	12 typewriter	22 administrative assistant	
C mailroom	3 receptionist	13 adding machine	23 office manager	
D work area	4 conference table	14 copier/ photocopier	24 supply cabinet	
E office board	5 presentation	15 paper shredder	25 storage cabinet	
F supply room	6 postal scale	16 paper cutter	26 vending	
G storage room	7 postage meter	17 file clerk	27 water cooler	
H employee lounge	8 office assistant	18 file cabinet machine	28 coffee machine	
	9 mailbox	19 secretary	29 message board	
	10 cubicle	20 computer workstation		

Conversation about the office, workplace and business

A. What do you think of the new _____? Use numbers 1 to 29.

B. He's / She's / it's very nice.

A. What's..... doing? Use any name.

B. He's / She's _____ing. Use letters a to f

A. Where's? Use any name.

B. He's / She's in the _____. Use letters A to H.

Exercise. Answer these questions about the office and workplace

Describe a workplace you are familiar with.

Tell us about the rooms, the areas, and the employees.