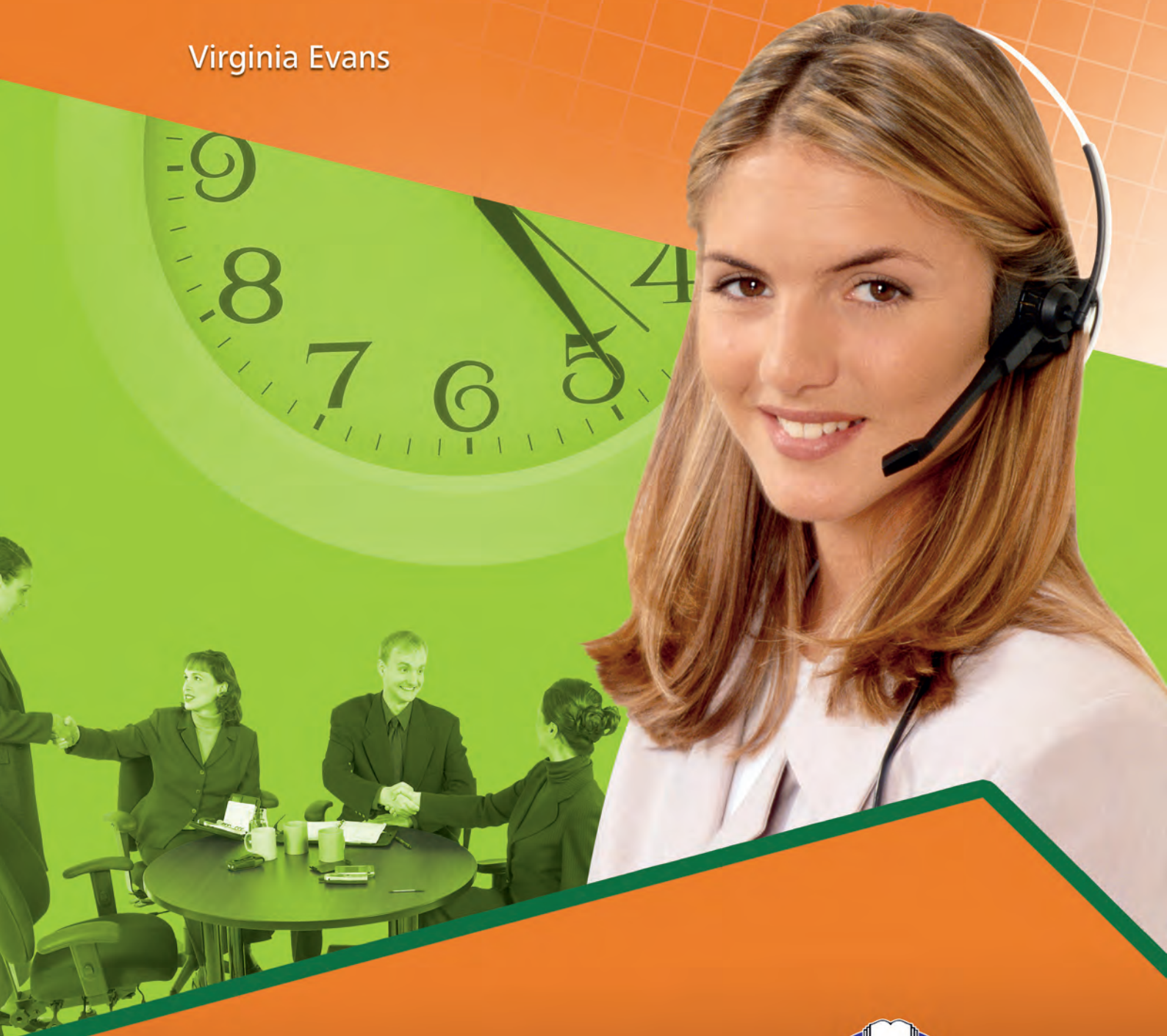


**CAREER
PATHS**

Secretarial

Virginia Evans



Express Publishing

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7 Filing equipment



The Stationery Store



On special offer for one month only!

DON'T MISS OUR SALE - GREAT SAVINGS!



ring binder

clear pocket

storage box

box file

Ring Binders:

Three inch, two-ring or four-ring binders, available in blue, green, red, yellow and black. *Twelve for the price of ten!*

Box Files:

A4 or legal size, available in blue or grey. *Buy two, get one free!*

Suspension Files:

All files come with colored tabs and inserts. *Package of 100 files - now half price!*

CD Storage Boxes:

Easy to assemble. Holds 100 CDs. *Now 20% off!*

CD-R discs:

700MB digital storage. CDs will play back on DVD or CD players. Safe and permanent; it's impossible to erase your data. *Pack of fifty discs - half price!*

Clear Pockets:

A4 pockets, punched with holes to fit most types of binder. Perfect for presentations and pictures! *Pack of one hundred for the price of fifty! This month only!*

Get ready!

1 Before you read the passage, talk about these questions.

- 1 Where do people store their papers?
- 2 How do people keep things organized?

Reading

2 Read this store advertisement. Then, mark the following statements as true (T) or false (F).

- 1 Box files are available in three colors.
- 2 CD storage boxes can hold 20 CDs.
- 3 Clear pockets are half price this month.

Free next-day delivery for orders over \$25.

Vocabulary

3 Match the words (1-6) with the definitions (A-F).

- | | | |
|--|----------------------------------|-----------------------------------|
| 1 <input type="checkbox"/> suspension file | 3 <input type="checkbox"/> erase | 5 <input type="checkbox"/> tab |
| 2 <input type="checkbox"/> storage box | 4 <input type="checkbox"/> legal | 6 <input type="checkbox"/> insert |

- A a piece of plastic on a suspension file
- B a file that hangs inside a drawer
- C a piece of paper inside a tab
- D a place where you can put things
- E to remove something from a surface or disk
- F a large size of paper

4 Choose the word that is closest in meaning to the underlined part.

- 1 Put these files in a folder with metal rings.
A ring binder B suspension file C tab
- 2 This office needs more space for keeping items that are not in use.
A inserts B storage C legal
- 3 Put that document into the grey large, rectangular container.
A clear pocket B box file C ring binder
- 4 Put that picture inside a plastic envelope.
A storage box B clear pocket C tab

5 Listen and read the advert again. Say five things you can buy from the store.

Listening

6 Listen to a conversation between a secretary and a salesperson at a stationery company. Check (✓) the things the administrative assistant orders.

- | | |
|------------------------|---------------------|
| 1 ___ box files | 4 ___ storage boxes |
| 2 ___ ring binders | 5 ___ CDs |
| 3 ___ suspension files | 6 ___ clear pockets |

7 Listen again and complete the conversation.

Salesperson: The Stationery Store, this is Mike speaking. How can I help you?

Secretary: Hi, I'd like to place an order for some 1 _____ supplies.

Salesperson: No problem, what would you like?

Secretary: First of all, I need some 2 _____.

Salesperson: Okay, they come in two sizes, 3 _____ and A4. Which would you like?

Secretary: The legal. I'll take a dozen of those in gray.

Salesperson: Great. Anything else?

Secretary: I need seventy red 4 _____ and three hundred 5 _____.

Salesperson: Got it. Do you have an account with us or are you paying with a credit card?

Secretary: We have an account. It's Johnstone and Company, and the account number is 3748 3948.

Salesperson: Thanks. We have the address on the computer, so we'll deliver it tomorrow morning. Is sometime between nine and eleven okay?

Secretary: 6 _____, thanks.

Speaking

8 With a partner, act out the roles below based on Task 7. Then, switch roles.

USE LANGUAGE SUCH AS:

I'd like to place an order ...
They come in two sizes.
I'll take ...

Student A: You work at a stationery company. Talk to Student B about:

- the order
- account number
- delivery

Student B: You want to place an order for some stationery. Tell Student A what you want to buy.

Writing

9 Use the conversation from Task 8 to fill out the receipt.

The Stationery Store

COMPANY: _____

ACCOUNT NUMBER: _____

DATE: _____

ORDER	PRICE

THANKS FOR YOUR PURCHASE!
COME BACK SOON