



Office Supplies

Name: _____

Class: 3° _____

May 25th, 2020



Harper Insurance	
Supply Request Form	
ITEM REQUESTED	REASON REQUESTED
Pens	We ran out of pens. We only have pencils .
Highlighters	The markers we have do not work for highlighting. They are too dark.
Staples	The stapler is out of staples. We need more to stay organized.
Tape	We want to see our sales goals. We could tape them to our office walls.
Legal pads	During meetings we need to take notes. We can also take notes on sales calls.
Envelopes	We need them for sending out customer correspondence.
Binders	Binders will help us keep documents together. This makes them easier to find.

Get ready! Antes de leer el texto, responde estas preguntas.

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

- 1 What are some common office supplies?
- 2 Why should an office be well-stocked with supplies?

Reading Lee el formulario de solicitud de materiales. Luego, selecciona la respuesta correcta.

2 Read the supply request form. Then, choose the correct answers.

- 1 What is the purpose of the form?
 - A to define different office supplies
 - B to explain how to use various office supplies
 - C to ask for office supplies that the office needs
 - D to list which office supplies the office currently has in stock
- 2 Why does the office need legal pads?
 - A to write letters to customers
 - B to take notes during meetings and phone calls
 - C to record sales goals
 - D to create presentations
- 3 Which of the following does the form NOT ask for?

A pencils	C staples
B binders	D envelopes

Vocabulary

Une las palabras (1-8) con las definiciones (A-H).

3 Match the words (1-8) with the definitions (A-H).

- | | |
|--------------|------------------|
| 1 __ binder | 5 __ highlighter |
| 2 __ stapler | 6 __ marker |
| 3 __ pencil | 7 __ envelope |
| 4 __ pen | 8 __ tape |

- A a material with one sticky side used to hold things together
- B a kind of bright marker used to draw attention to important information
- C a writing implement that uses ink
- D a flat paper cover with a sealable flap used when sending letters
- E a writing implement made of wood with a graphite center
- F a writing implement that produces wide, dark, often colorful lines
- G a device that joins multiple sheets of paper together
- H a hard cover in which papers can be held together with three rings

Lee los pares de oraciones. Selecciona la palabra o frase que sea más apropiada para cada espacio en blanco.

4 Read the sentence pairs. Choose which word or phrase best fits each blank.

1 staple / pencil

- A A _____ holds papers together.
- B The man took notes with a _____.

2 binder / legal pad

- A You can write things down on a _____.
- B Put those papers in the _____ so we don't lose them.

Escucha y lee el formulario.

¿Por qué la oficina necesita archivadores?

5 Listen and read the form again. Why does the office need binders?

Escucha la conversación. Escribe true (T) o false (F).

Listening

6 Listen to a conversation between two employees. Mark the following statements as true (T) or false (F).

- 1 __ The man needs to borrow a stapler.
- 2 __ The woman offers the man a legal pad.
- 3 __ The man also needs a binder.

Escucha la conversación nuevamente y completa la conversación.

7 Listen again and complete the conversation.

Employee 1: Hi, Gina. 1 _____ if I borrow your stapler?

Employee 2: Not at all, Ralph. Go 2 _____.

Employee 1: Thanks a lot! I ran out of 3 _____ this week!

Employee 2: Don't worry about it. Do you need any 4 _____?

Employee 1: Now that you mention it, do you have an 5 _____?

Employee 2: Yes I do. Here 6 _____. I've never even used it.

Con un compañero(a) prepara un diálogo con la información de abajo. Utiliza el ejercicio 7 como ejemplo.

Speaking

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

USE LANGUAGE SUCH AS:

Do you mind ...

Do you have an extra ...

Thank you so much!

Student A: You are an office employee. Talk to Student B about:

- the office supplies you need to borrow
- why you need them
- your appreciation for the help

Student B: You are an office employee. Talk to Student A about the office supplies he or she needs.

Usa el diálogo creado en el ejercicio 8 para completar el formulario.

Writing

9 Use the conversation from Task 8 to complete the supply request form.

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Reason: _____

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