



Fran,  
Here is your to-do list for the day.  
Thanks,  
John

- 1 Replace the **toner** in the **copier**.
- 2 The **fax machine** is not working. Please check the **landline**.
- 3 The **shredder** needs to be emptied. Make sure to recycle the paper. Do not throw it in the trash.
- 4 We received a shipment of new **calculators**. Please put batteries in them. Then, place one on each **desk**.
- 5 A new worker is starting on Monday. He needs a **cubicle**. There is room in the southwest corner. You know where to find the extra dividers.
- 6 The **file cabinet** is sticking. Please oil it.

## Get ready!

1 Antes de leer el texto, reflexiona con las siguientes preguntas:

- 1 What are some common pieces of office equipment?
- 2 Why is it important to keep equipment properly maintained?

## Reading

2 Lee la lista. Luego, escoge la respuesta correcta.

- 1 What is the purpose of the list?
  - A to define different kinds of office equipment
  - B to reprimand an employee for neglecting maintenance
  - C to outline an employee's specific duties for the day
  - D to give suggestions on maintenance to perform
- 2 Which of the following is NOT a duty given in the list?
  - A to oil the file cabinet
  - B to replace toner in the copier
  - C to put batteries in the new calculators
  - D to empty the shredder into the trash
- 3 Why does the employee need to check the landline?
  - A because the copier is broken
  - B because the fax machine isn't working
  - C because employees cannot make or receive phone calls
  - D because a new employee is starting on Monday and needs a phone

## Vocabulary

3 Une las palabras o frases (1-8) con las definiciones (A-H)

- |               |                   |
|---------------|-------------------|
| 1 __ desk     | 5 __ file cabinet |
| 2 __ toner    | 6 __ fax machine  |
| 3 __ shredder | 7 __ calculator   |
| 4 __ cubicle  | 8 __ landline     |

- A a device used to send documents from one person to another
- B a machine used to destroy confidential or sensitive documents
- C a large set of drawers for storing files
- D a small room made with partitions in which people work
- E a device used for performing simple mathematical operations
- F a flat surface at which people work while sitting
- G a phone line that runs through the ground
- H powdered ink used by a copier

4 Escoge la oración que usa la parte subrayada correctamente.

- 1 A I need to use the copier to reproduce some documents.  
B He put the document in the shredder to send it to his client.
- 2 A The file cabinet needs new batteries.  
B A cubicle is like a small office.
- 3 A I use my calculator when adding up my sales numbers.  
B The fax machine is useful for printing documents.