

Office vocabulary guessing games
English for copy centre staff/ how questions/ numbers
Intelligent Business Pre-Intermediate Unit 2

Choose one of the words on the next page below. Don't tell the other students which one you have chosen. Answer questions they ask with "Yes" or "No" only until they guess which one it is.

When your teacher stops you, ask about any vocabulary you are not sure about, asking and answering yes no questions about it as a class each time.

Play another guessing game with the same vocabulary, this time asking questions about numbers like:

- How many of these are there in (your office)/ on (your desk)?
- How long is it?
- How thick is it?
- How heavy is it?
- How wide is it?
- How high is it?
- How much does it cost?
- How often do you use it?

Match ways of talking about numbers from this list that mean the same:

- about
- almost
- approximately
- around
- exactly
- just under
- more or less
- more than
- nearly
- over
- precisely
- roughly

A roll of Sellotape	A date stamp	A (board/ water soluble) marker	A (permanent) marker
A security card/ An ID card	A CV/ A resumé	A business card	A desktop computer/ A PC
A guillotine	A laptop (computer)	An automatic pencil/ A mechanical pencil	A laminator
A pair of scissors	A bottle of Tippex/ Whiteout	A ballpoint pen/ A biro	A paper clip
A ream of paper	A mouse	A (computer) monitor	A tablet
A padded envelope	A swivel chair	A highlighter (pen)	An A4 envelope
An address book	A drawing pin	A box of staples	A pad of Post It notes
A tube of glue	A wall calendar	A desk calendar	A diary
A projector screen	A projector	A whiteboard	A water cooler
A clipboard	A drawing pin	A noticeboard	A ruler
A printer	A printer cartridge	An automatic pencil lead	A name badge
A piece of A3 paper	A catalogue	A leaflet/ A flyer	A filing cabinet
An A4 ring binder	An eraser/ A rubber	A piece of A4 paper	A clear folder
A photocopier/ A copy machine	A staple	A stapler	A hole punch
A business card holder	A (document) shredder	A wastepaper basket/ A bin	A rubber band