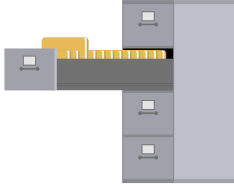

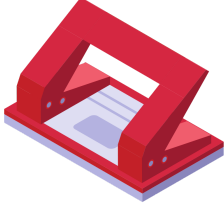






The Office Vocabulary

| Vocabulary | Phonetic Transcription | Image |
|----------------|------------------------|---|
| blutack | blu:tæk |  |
| briefcase | <u>bri:</u> fkeɪs |  |
| bulletin board | <u>bul:</u> ɪtɪn bɔ:d |  |
| business card | <u>bɪz:</u> nɪs kɑ:d |  |
| chalk | tʃɔ:k |  |
| file divider | <u>faɪ:</u> l dɪvaɪdə |  |
| file pocket | <u>faɪ:</u> l pɒkɪt |  |

| Vocabulary | Phonetic Transcription | Image |
|----------------|--------------------------------|---|
| filing cabinet | f aɪlɪŋ k æbɪnɪt |  |
| flipchart | f lɪpʃɑ:t |  |
| hole punch | h əʊl pʌntʃ |  |
| ink | ɪŋk |  |
| laminator | l æmɪneɪtə |  |
| meeting room | m i:tɪŋ ru:m |  |
| paper clip | p eɪpə klɪp |  |

| Vocabulary | Phonetic Transcription | Image |
|--------------|------------------------|---|
| paper tray | <u>peɪ</u> pə treɪ |  |
| photocopier | <u>fəʊ</u> təkɒpiə |  |
| pin | pɪn |  |
| projector | prə <u>dʒ</u> ektə |  |
| post-it note | <u>pəʊst</u> -It nəʊt |  |
| sellotape | <u>sɛl</u> ətetɪp |  |
| sharpener | <u>ʃɑː</u> pənə |  |

| Vocabulary | Phonetic Transcription | Image |
|--------------|-----------------------------|---|
| shredder | <u>ʃr</u> ɛdə |  |
| stapler | <u>steɪ</u> plə |  |
| staples | <u>steɪ</u> plz |  |
| sticker | <u>sti</u> kə |  |
| tipp-ex | tɪp-ɛks |  |
| water cooler | <u>wɔː</u> tə <u>kuː</u> lə |  |