

The Office Transcript

0'00

Hello everyone! It's Hannah here from Virtually Fluent! Welcome to my office! Today we're going to learn exactly that - some office vocabulary, intermediate-level office vocabulary. If you'd like to recap that very beginner/basic vocabulary of items in the office/in the classroom we do have some other videos. some other courses available, I've left all those links in the description below. So check those out first and then you can head over to this video. So let's get started with that intermediate-level vocabulary in the office!

0'42

So we're going to start over in the hidden corner in my office and first of all we have these big pink trays, these are called (1)_____, where you can basically insert anything you want inside them, most people tend to put documents or paper. In my particular case, I've got loads of different things. Up here on the top, I have got a (2)_____, this one's a bit crumpled, some people call this a plastic pocket and this goes inside a folder, it opens so you can put documents inside it. Now, next, I have some (3)_____. This is just one, there's a whole collection in here! Again, they go inside a folder and you can easily find a certain section in the folder

1'27

Now, also in here, I have lots of different papers and finally some laminating sheets. So this machine here is called a (4)_____ in English and we insert a document that we want to laminate inside the sheet, this machine gets extremely hot, we put the document through and then it's nice and covered in this plastic sheet. So we have paper tray, file pocket, file divider and laminator.

1'58

You can see here I have a whole range of some items from my office so let's get started with the first thing, which is called (5)_____. I think this is actually the brand name, this is kind of like an adhesive thing, it's very very sticky, very stretchy and you can basically stick things up on the wall, for example, my paper is up on the wall.

2'23

Now the next thing that we have is some (6)_____. These are really important when you're meeting and greeting new people, you might want to exchange business cards. This would normally have your name and contact information on it and sometimes the name of your company, perhaps some other business information, very useful to have a business card.

2'46

Next on my table you can see some (7)_____. Now, in the olden days I remember in my school classroom we used to have chalkboards and the teachers would write using chalk. I use a whiteboard instead but I do have a chalkboard downstairs so we use chalk to write on the chalkboard.

3'05

Now next you can see a (8)_____ and this is quite literally to punch a hole in some paper. Let's have a look here- there we go some holes in the paper.

3'22

Now our next item on the list is a (9)_____, these are really useful, they look a little bit like this, you can get lots of different colours,

shapes and sizes and this just clips onto paper, different documents and you can bind them together by using a paper clip.

3'43

Now next on our list is a (10)_____, this would tend to be used in a (11)_____ so you can pin documents up, that's a tiny little push pin that you can see there, again, you have different colours, different shapes different sizes.

4'01

Next on the list we have a (12)_____, again, just the brand name, these are really useful sticky notes and you can write some information on it, pull it off and stick it in the important place to remind you of something.

4'16

And next on the list, also sticky, we have some (13)_____. This is used, again, to stick onto different things - if you're wrapping a present, for example, you would put some sellotape on it.

4'31

Now, next we have a (14)_____ and this is used to sharpen or to make more pointy (normally a pencil). In this case it's an electric sharpener but you can just use the normal manual ones as well.

4'49

Next on the list is a (15)_____ and mine is a little strange-looking but this is used, again, to bind different things together. This particular metal thing inside the stapler is called a (16)_____ or plural staples. You normally buy huge boxes with

thousands, this one's 5000 staples and I'm not sure when I'm going to need those but there we go.

5'15

And next we have a (17)_____, now these are just white label stickers you can see on the back they peel off and you can stick it to something. Now these ones are just white label stickers, sometimes you'll see teachers using big smiley faces or stars or thumbs up instead.

5'34

And, finally, here we have **tipp-ex** (again, a brand name) some people call it error corrector and this is to go over something that you've written in pen. if you've made a mistake and you can go over it using the error corrector and then you can write on top of it again so you won't see the mistake that you've made.

5'52

Now we are in the other corner of my office and before we look at the slightly more technical vocabulary. I want to draw your attention to this down here, which is my (18)_____, this is just one drawer of a filing cabinet. In most offices you'll see those big metal filing cabinets with lots of these drawers. You have these sort of metal sticks and you can easily slide around the different files that are here.

6'25

So now we have over in this corner, lots of technology, I have my printer, scanner and (19)_____ and my favourite thing in the office is this over here, the (20)_____ (the paper shredder) and it does exactly that, it shreds paper, it puts paper into tiny little pieces, so let's give it a go. I love it!

6'51

So that's all of the vocabulary (intermediate-level vocabulary) from here in my office. If you would like to practice this, learn some phrasal verbs and general phrases for everyday life in the office, you can check out my office course, I've left the link to that in the description below. If you learned something new, go ahead and give today's video a like and you should also subscribe to my YouTube channel and turn those bell notifications on so you know exactly when I've released a new YouTube video. This will help you expand your English vocabulary, pronunciation, grammar and you'll get to learn lots more about the British culture too. You can also find us across all social media channels, I've left all those links in the description below. I post loads of free content on a daily basis so you should definitely check that out. This is Hannah from Virtually Fluent, bringing English to life.