



# LEARN OFFICE VOCABULARY



## The Office

# The Office

Watch the video and fill in the gaps.

## Video

<https://youtu.be/5r7G9uBqXFo>

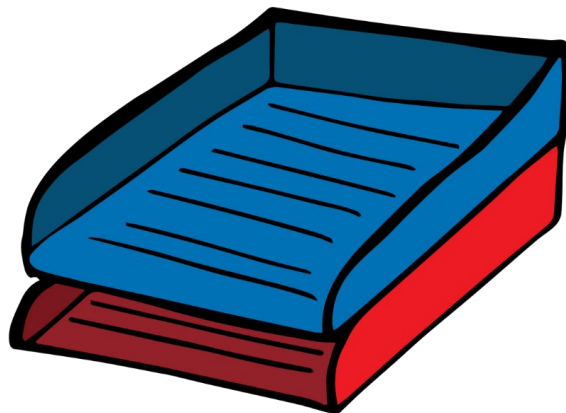
## Worksheet

<https://virtually-fluent.com/wp-content/uploads/2021/09/The-Office-Transcript.pdf>

# The Office

1

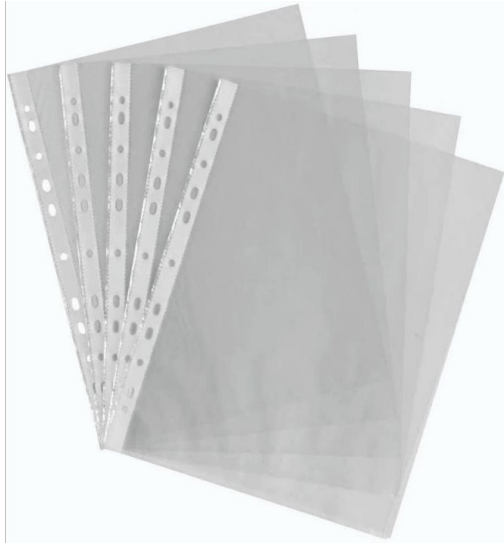
paper tray



# The Office

2

file pocket



# The Office

3

file divider



# The Office

4

laminator



# The Office

5

blu tack

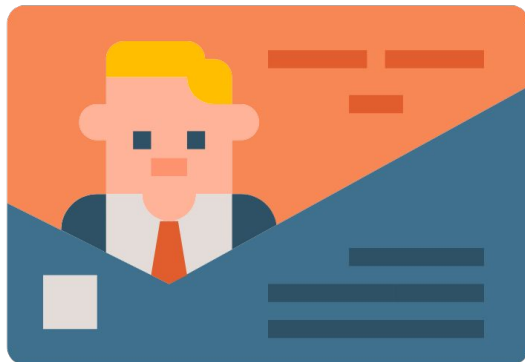




# The Office

6

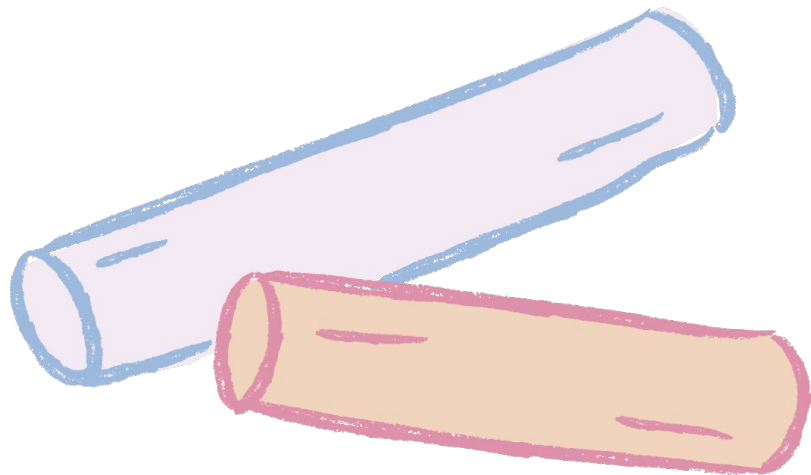
business cards



# The Office

7

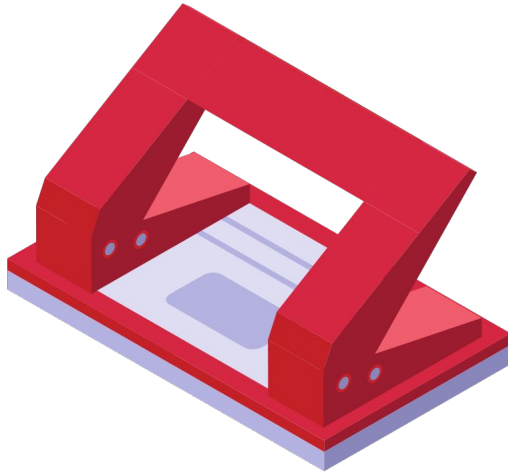
chalk



# The Office

8

hole punch



# The Office

9

paper clip



# The Office

10

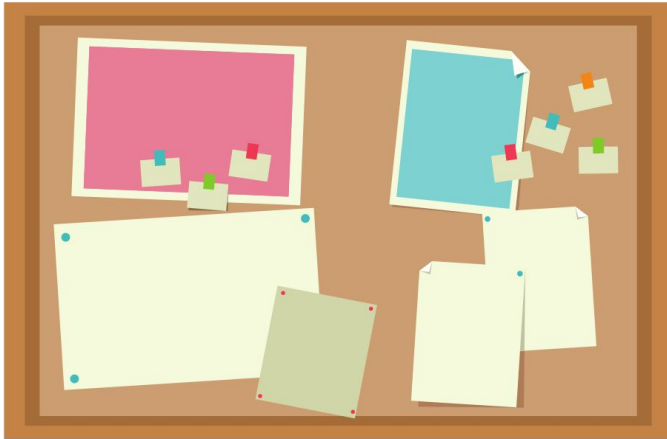
pin



# The Office

11

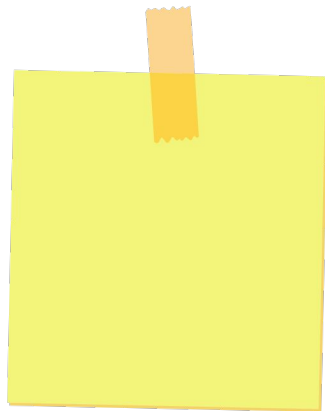
bulletin board



# The Office

12

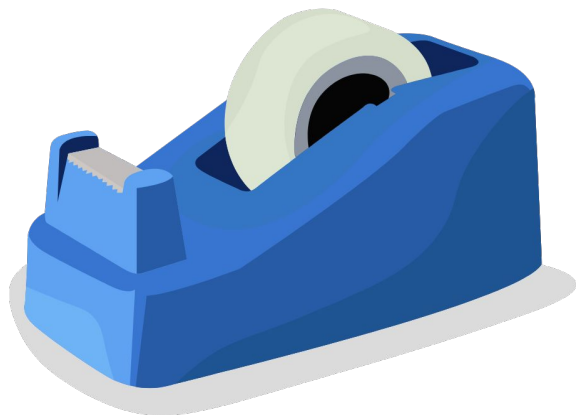
post-it note



# The Office

13

sellotape

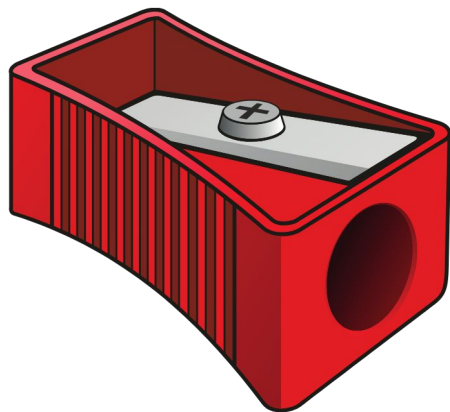




# The Office

14

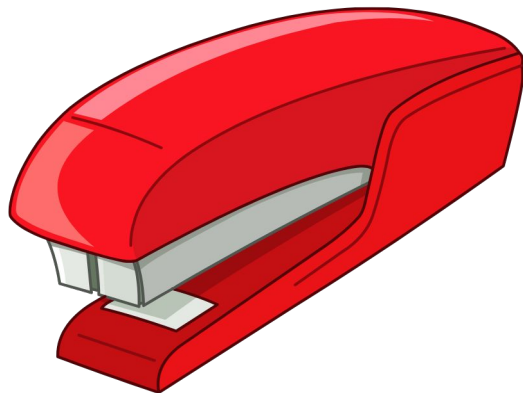
sharpener



# The Office

15

stapler



# The Office

16

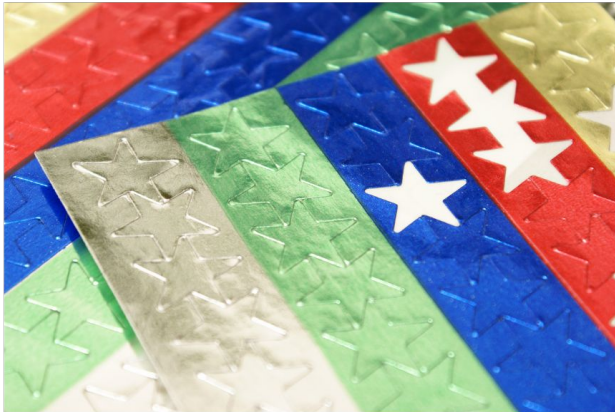
staple



# The Office

17

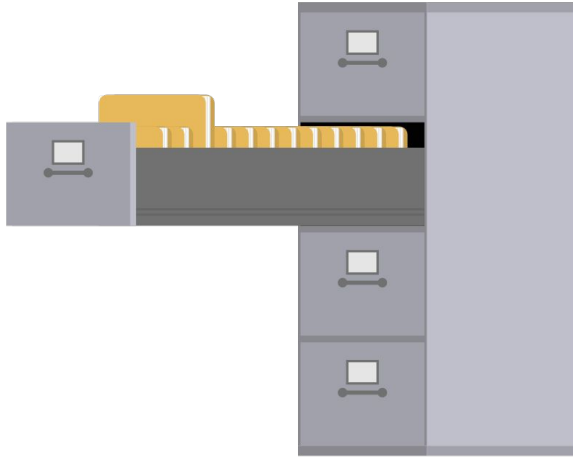
sticker



# The Office

18

filing cabinet



# The Office

19

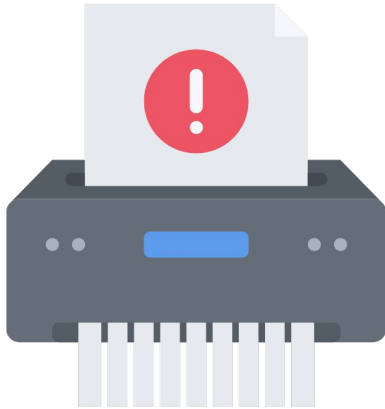
photocopier



# The Office

20

shredder





# Practice 1

Describe the following images using your new vocabulary





Image 1



Image 2



Image 3

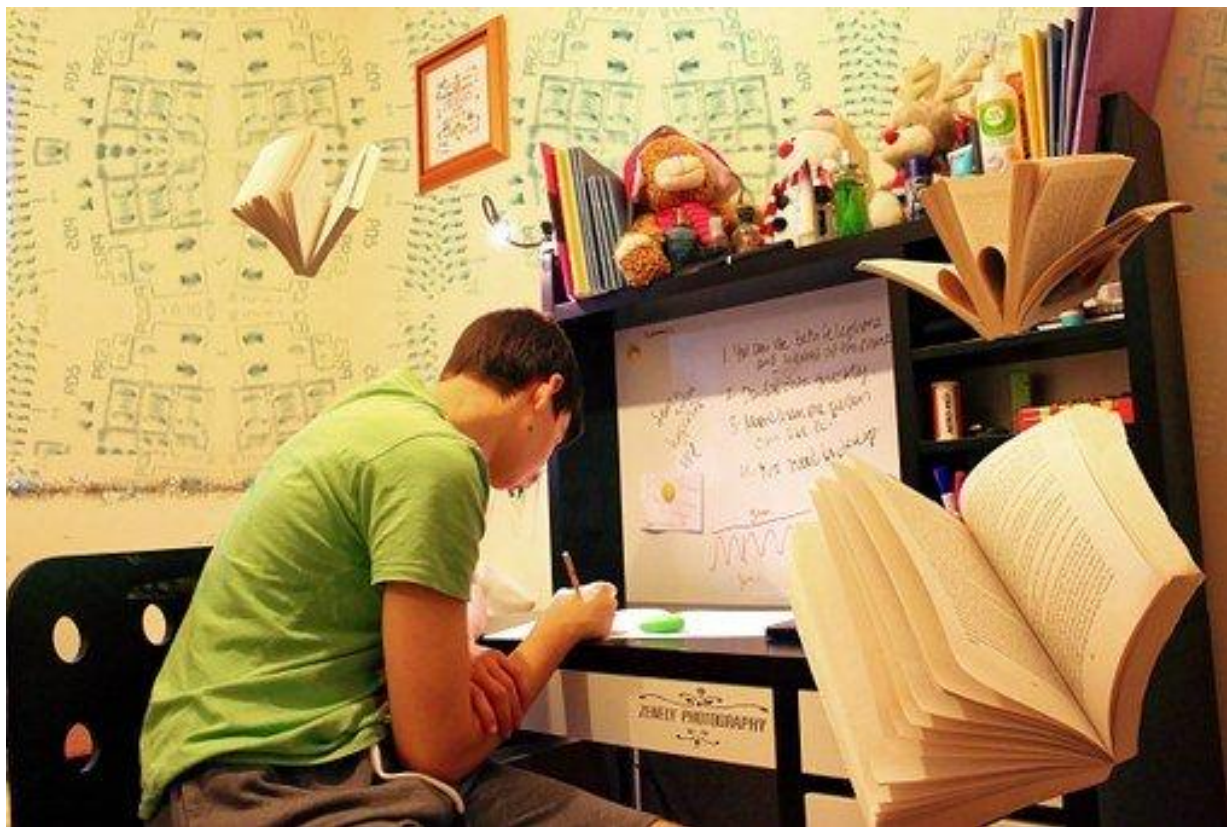


Image 4



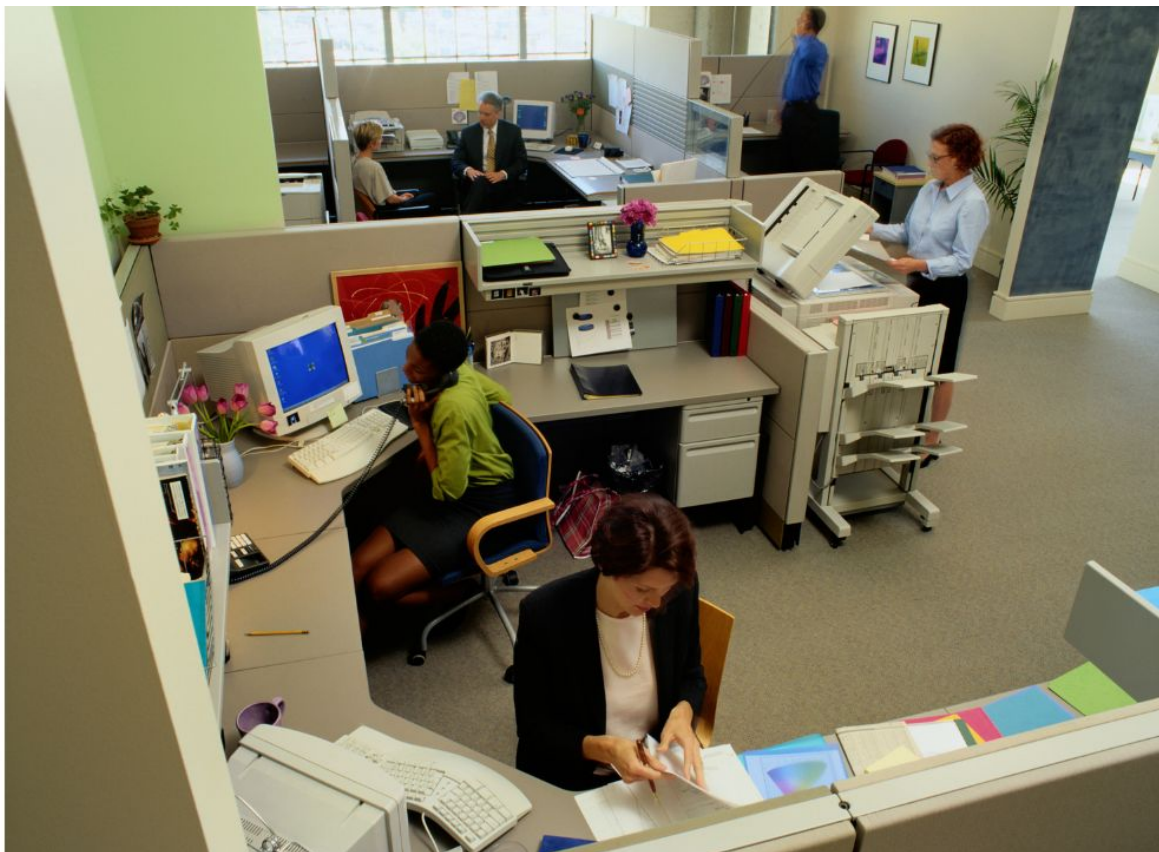


Image 5



Image 6



Image 7



Image 8





Image 9

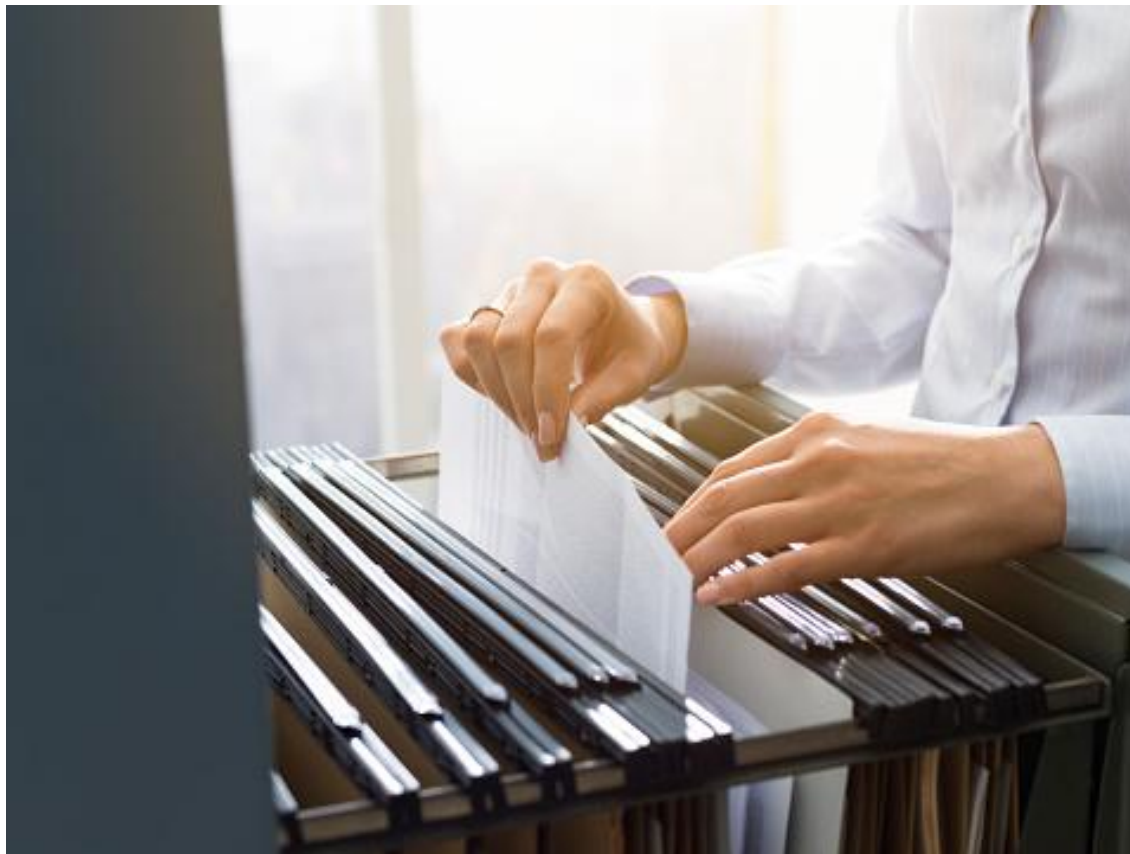


Image 10

I work in a big office with all my colleagues and bosses. My working day completely varies.

My day **kicks off** with a team meeting to **bring up** any issues, to **come up with** solutions to any ongoing problems and to **set out** goals for the weeks and months ahead. Occasionally if the workload is too big we need to **push back** or even **call off** the meetings.

After our meeting, sometimes I need to **call back** clients or send over emails. I've recently **taken on** a new project and need to speak to lots of our clients to get their feedback.

# Phrasal Verbs for The Office

**to kick off**

intransitive / transitive - separable

**to start**

*How do you kick off your day?*

# Phrasal Verbs for The Office

**to bring up**

transitive - separable

to mention, to talk about

*Can you bring it up at the meeting?*

# Phrasal Verbs for The Office

**to come up with**

transitive - inseparable

to think of a new idea

*We need to come up with something better!*

# Phrasal Verbs for The Office

## to set out

transitive - separable

to decide a rule, policy or guideline

*Let's set out the plan for next week*

# Phrasal Verbs for The Office

**to push back**

transitive - separable

**to delay**

*Can we push back the meeting today?*



# Phrasal Verbs for The Office

**to call off**

transitive - separable

**to cancel**

*We're going to call off the party!*

# Phrasal Verbs for The Office

**to call back**

transitive - separable

to return a telephone call

*I'll call you back later!*

# Phrasal Verbs for The Office

**to take on**

transitive - separable

to start a new responsibility

*Can you take on my workload?*

# The Office

Read the following text

<https://virtually-fluent.com/wp-content/uploads/2021/09/7-Creating-A-Home-Office-Reading.pdf>



# Practice 2

It's conversation time!

<https://virtually-fluent.com/wp-content/uploads/2021/09/14-Office-Conversation.pdf>

# Any questions?





LEARN OFFICE  
VOCABULARY

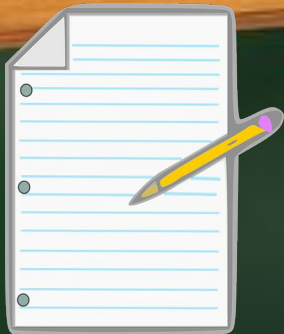


# REVIEW



The Office





# HOMEWORK

## RESPOND TO THE FORUM

Link:

<https://virtually-fluent.com/groups/the-office/forum/topic/creating-my-home-office/>