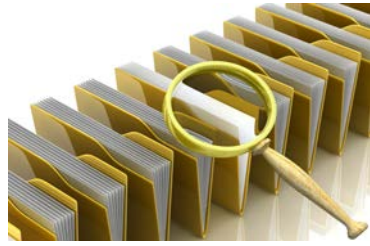


# Elements of office work vocabulary

Match the vocabulary to the pictures.



13 \_\_\_\_\_



12 \_\_\_\_\_



11 \_\_\_\_\_



10 \_\_\_\_\_



9 \_\_\_\_\_

filling in an order  
presenting a new project  
preparing packages  
suffering from neck pain

absent from the office  
calculating payments  
searching for files

showing appreciation  
taking questions

picking up papers  
a cluttered desk  
comparing trends  
finding solutions

closing a deal



1 \_\_\_\_\_



2 \_\_\_\_\_



3 \_\_\_\_\_



8 \_\_\_\_\_



6 \_\_\_\_\_



4 \_\_\_\_\_



7 \_\_\_\_\_



5 \_\_\_\_\_

Answer the questions.

1 Why might you be absent from the office ?

.....

2 Do you prefer finding solutions alone or with a group ?

.....

3 Do you ever suffer back pain? When?

.....

4 Are you good at preparing packages ? Why?/Why not?

.....

5 What kind of forms do you have to fill in?

.....

# Answers

- 1 comparing trends
- 2 finding solutions
- 3 closing a deal
- 4 taking questions
- 5 picking up papers
- 6 suffering back pain
- 7 showing appreciation
- 8 preparing packages
- 9 a cluttered desk
- 10 filling in an order
- 11 calculating payments
- 12 searching for files
- 13 absent from the office