

To: Peter@email.com
From: Christine@email.com
Subject: Office Supplies



Dear Peter,

I hope you had a good weekend! We're going to be very busy in the upcoming weeks, so I need you to place an order for office supplies **ASAP**.

I noticed we are **running low** on CDs. Please order four **boxes** of 50 CDs. It would be useful to have some DVDs, so please order one box of DVDs, too.

The filing assistant told me that we **ran out** of folders. We need to order another three **stacks**. You also need to order more **stationery** too. Two **packs** of pens in blue and two in black should be enough. Also, please **replenish** our supply of tape; I think we need an extra ten **rolls**.

The most important thing to remember is paper. Please order twelve **reams** of paper so we can be sure we won't run out.

Before you place the order, please ask around the office in case anyone needs anything.

Thanks, and have a good week.
Christine

software

flash memory sticks

pack of pens

ream of paper

stationery

box of CDs

roll of tape

stack of folders

Get ready!

1 Before you read the passage, talk about these questions.

- 1 What things do people use at work every day?
- 2 What types of packages do office items come in?

Reading

2 Read this email from an employer to her personal assistant. Then, mark the following statements as true (T) or false (F).

- 1 ☐ The office has been very busy this week.
- 2 ☐ The office has no folders.
- 3 ☐ Peter needs to order two packs of pens.

Vocabulary

3 Fill in the blanks with the correct words from the word bank.

word BANK

ream roll pack stack

- 1 I can't find that _____ of pens I bought last week.
- 2 Please put that _____ of folders on my desk.
- 3 There are 500 sheets in a _____ of paper.
- 4 I ran out of tape. I need a new _____.

4 Match the words (1-5) with the definitions (A-E).

- 1 ___ ASAP 3 ___ stationery 5 ___ replenish
2 ___ running low 4 ___ run out

- A the entire stock of an item is finished
B any type of paper used in an office
C to provide more of an item
D as soon as possible
E to be almost completely used

5 Listen and read the email again. What does Peter need to do?

Listening

6 Listen to a conversation between an office manager and a secretary. Check (✓) the items that the secretary needs to order and write the amount they need.

- 1 ☐ paper _____
2 ☐ CDs _____
3 ☐ tape _____
4 ☐ DVDs _____
5 ☐ folders _____
6 ☐ red pens _____

7 Listen again and complete the conversation.

- Manager:** Good morning Peter. How are you?
Secretary: Good morning, Christine. I'm good, thanks. What can I do for you?
Manager: The printer has 1 _____ of paper, and we need some other things too. Can you 2 _____ for office supplies?
Secretary: Sure, what do we need?
Manager: Okay, we need six 3 _____ of paper. 4 _____ of CDs and three boxes of DVDs.
Secretary: Sure, anything else?
Manager: Yes, please order five 5 _____.
Secretary: No problem. Is that everything?
Manager: Um ... do we need anything in the stationery 6 _____?
Secretary: Let me check...yes, we need more red pens. One box will be 7 _____.
Manager: Okay, add that to the order. That's everything, then.
Secretary: All right. I'll place the order this afternoon.

Speaking

8 With a partner, act out the roles below based on Task 7. Then, switch roles.

USE LANGUAGE SUCH AS:

Can you place an order for ...
Sure, what do we need?
Anything else?

Student A: You are an office manager. Tell Student B what supplies to order.

Student B: You are a secretary. Ask Student A about:

- what supplies to order
- quantities

Writing

9 Use the conversation from Task 8 to complete the order list.

OFFICE SUPPLIES ORDER

Items	Quantity
Printer Paper	6 reams