



Get ready!

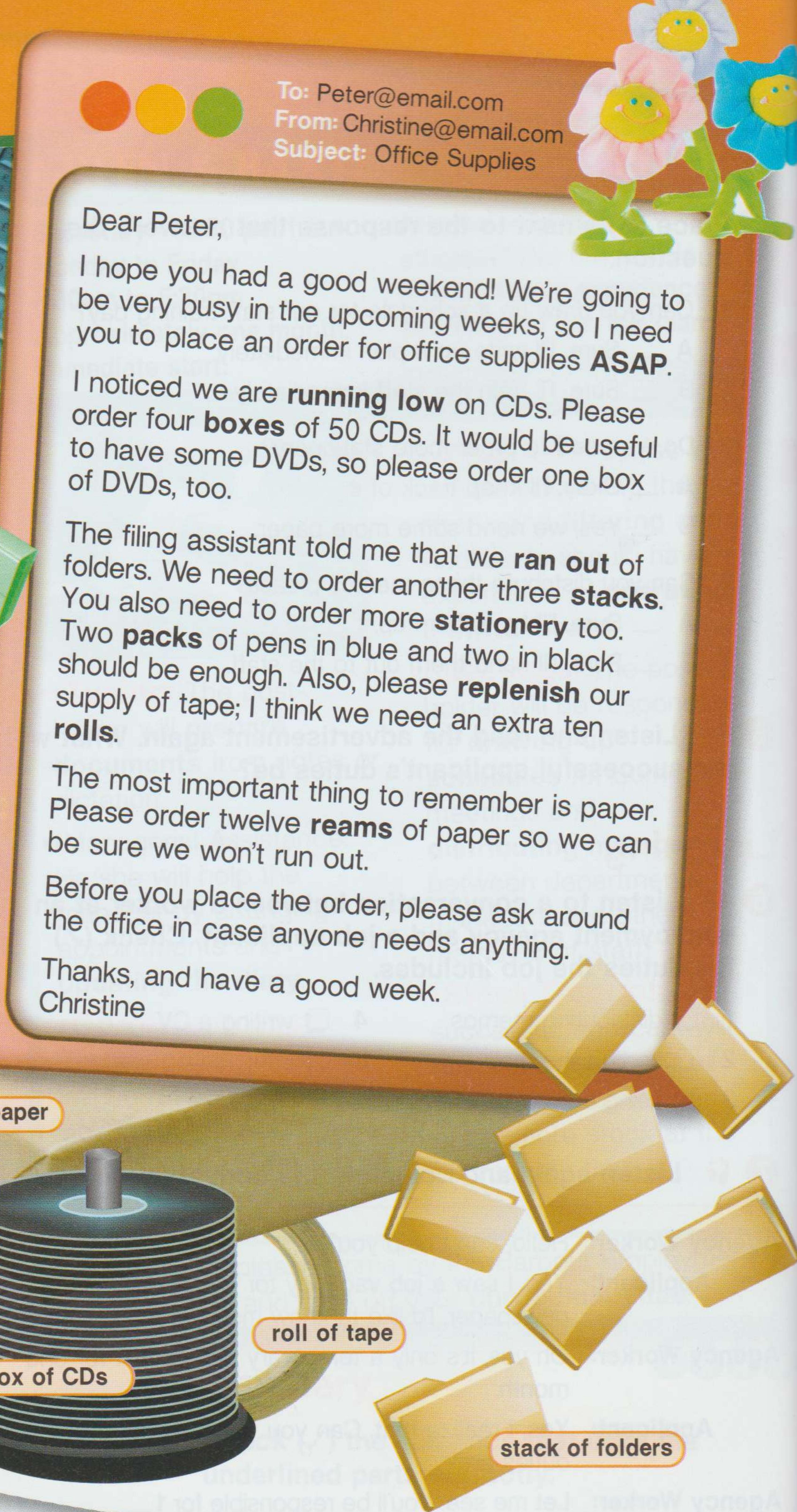
1 Before you read the passage, talk about these questions.

- 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 _____.

