

Vocabulary (01)  
In the office (17)

In context:  
3-5 minutes

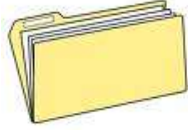
Look at the picture below. What do you see in this office?



**Vocabulary**  
**3-5 minutes**



\* a trash can



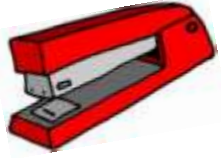
a file/ files



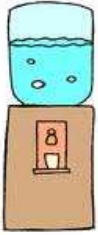
a filing cabinet



a computer



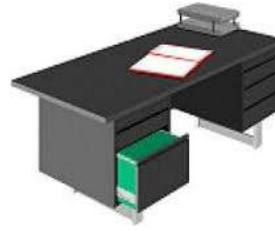
a stapler



a water cooler



a desk chair



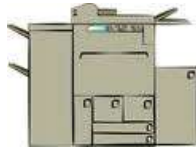
a desk



a lamp



paperclips



a copy machine



a fax machine



a cubicle

\* In British English, a "trash can" is called a "rubbish bin"

**Language Tip**  
**3-5 minutes**

"a" means "one," "a" is only used when you are referring to a singular object

Examples:

- a water cooler
- a desk chair
- a copy machine

When referring to "more than one" item, we add "s"

Examples:

- paperclips
- cubicles
- desk chairs

**In the office**  
**5-10 minutes**

If you need *to use something* that is not yours, use the form: "Can I borrow your...?" (review the answers)

Examples:

- |                               |                              |
|-------------------------------|------------------------------|
| Can I borrow your stapler?    | Yes, you can./No, you can't. |
| Can I borrow your desk chair? | Yes, you can./No, you can't. |

To ask to *use* a machine that is not yours, use the form: "Can I use your...?" (review the answers)

Examples:

- |                             |                              |
|-----------------------------|------------------------------|
| Can I use your computer?    | Yes, you can./No, you can't. |
| Can I use your fax machine? | Yes, you can./No, you can't. |

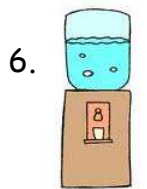
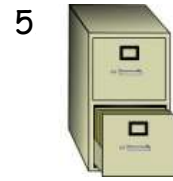
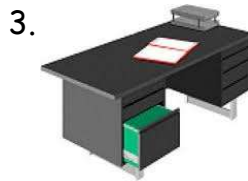
To ask someone if they have an item, use the form: "Do you have (a)...?" (review the answers)

Examples:

- |                               |                         |
|-------------------------------|-------------------------|
| Do you have paperclips?       | Yes, I do./No, I don't. |
| Do you have a filing cabinet? | Yes, I do./No, I don't. |

**Written Practice**  
**5-10 minutes**

Write the name of the item under the picture.



Write a question. Use "borrow" or "use."

1. (computer) Can I use your computer?
2. (stapler) \_\_\_\_\_
3. (file) \_\_\_\_\_
4. (fax machine) \_\_\_\_\_
5. (cubicle) \_\_\_\_\_

Write the answer to the question given. ✓ = yes, ✗ = no

1. Can I borrow your desk chair? ✓ \_\_\_\_\_
2. Can I use your computer? ✗ \_\_\_\_\_
3. Do you have a water cooler? ✗ \_\_\_\_\_
4. Do you have paperclips? ✓ \_\_\_\_\_
5. Can I borrow your stapler? ✗ \_\_\_\_\_
6. Can I use your copy machine? ✓ \_\_\_\_\_

### Read and Say it!

3-5 minutes

Read the passage to yourself. Then, read it out loud.



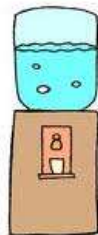
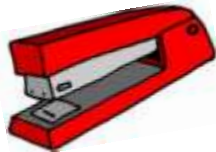
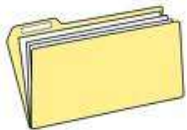
Mike is at his office.  
What items does Mike  
have?

He has a computer and he  
has a desk. He has a desk  
chair.

### Practice with your teacher

3-5 minutes

Ask your teacher to borrow the items below:






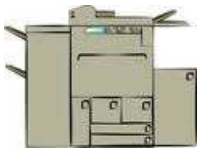
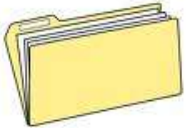
Ask your teacher to use the items below:



Now, have your teacher ask you.

**Quiz**  
3-5 minutes

Write the name of the item.

				
1. _____	2. _____	3. _____	4. _____	5. _____

Answers: 1. paperclips, 2. a desk chair, 3. a fax machine, 4. a copy machine, 5. a file

Complete the sentences with a word from the box.

use    don't    paperclips    a    No    borrow    Yes

1. Do you have \_\_\_\_\_?
2. \_\_\_\_\_, I do.
3. Can I \_\_\_\_\_ your stapler?
4. Do you have \_\_\_\_\_ file?
5. \_\_\_\_\_, you can't.
6. Can I \_\_\_\_\_ your computer?
7. No, I \_\_\_\_\_.

Answers: 1. Do you have *paperclips*? 2. *Yes*, I do. 3. Can I *borrow* your stapler? 4. Do you have *a* file? 5. *No*, you can't. 6. Can I *use* your computer? 7. No, I *don't*.

Write the question or the answer in the table below. ✔ = yes, ✘ = no

Do you have a computer?	(1) <span style="color: green;">✔</span>
(2)	Yes, you can use my cubicle.
(3)	Yes, you can borrow my paperclips.
(4)	No, I don't have a trash can.
Can I use your copy machine?	(5) <span style="color: red;">✘</span>
Can I borrow your file?	(6) <span style="color: green;">✔</span>

Answers: 1. Yes, I do. 2. Can I use your cubicle? 3. Can I borrow your paperclips? 4. Do you have a trash can? 5. No, you can't. 6. Yes, you can.