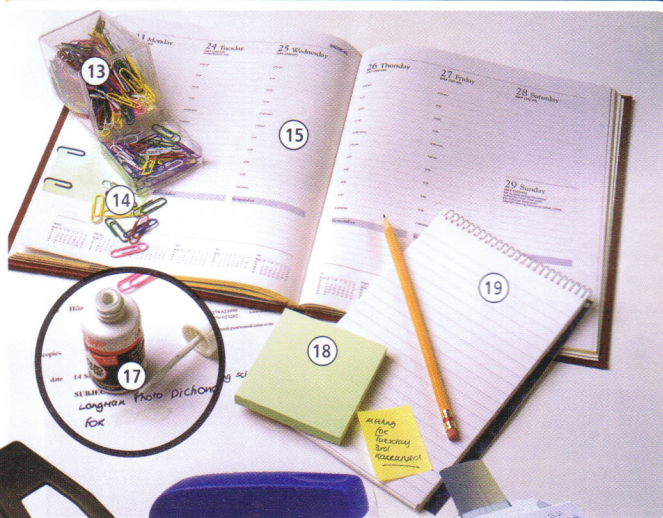
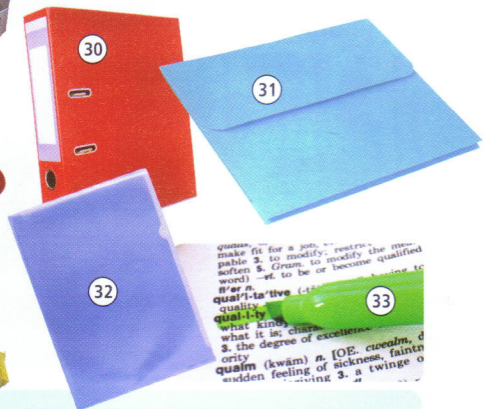
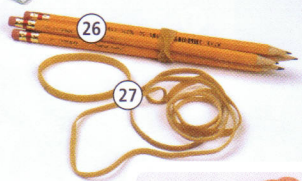
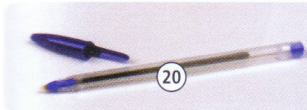


- 1 desk tidy
- 2 calendar
- 3 noticeboard
- 4 electric typewriter
- 5 (desk) lamp
- 6 computer
- 7 desk
- 8 swivel chair
- 9 telephone
- 10 in tray
- 11 out tray
- 12 files
- 13 paper clip holder
- 14 paper clips
- 15 desk diary
- 16 Sellotape™
- 17 correction fluid / Tipp-Ex™ BrE
- 18 Post-it™ notes



- 19 notepad
- 20 (ball point) pen / biro™
- 21 hole-punch
- 22 stapler
- 23 fax machine
- 24 franking machine
- 25 photocopier
- 26 pencil
- 27 elastic band / rubber band
- 28 rubber
- 29 wastepaper basket / bin
- 30 ring binder
- 31 folder
- 32 plastic wallet
- 33 highlighter



**Why do people use paper clips?**  
They use them to fasten sheets of paper together.

- A Why do people use Sellotape™?
- B They use it to .....
- A Why do people use .....
- B They use them / it to .....

**Questions for discussion**

- 1 Which items need electricity?
- 2 Which items fix things together?
- 3 Which items do you have in your home?