

**CAREER  
PATHS**

# Secretarial

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Book  
**1**

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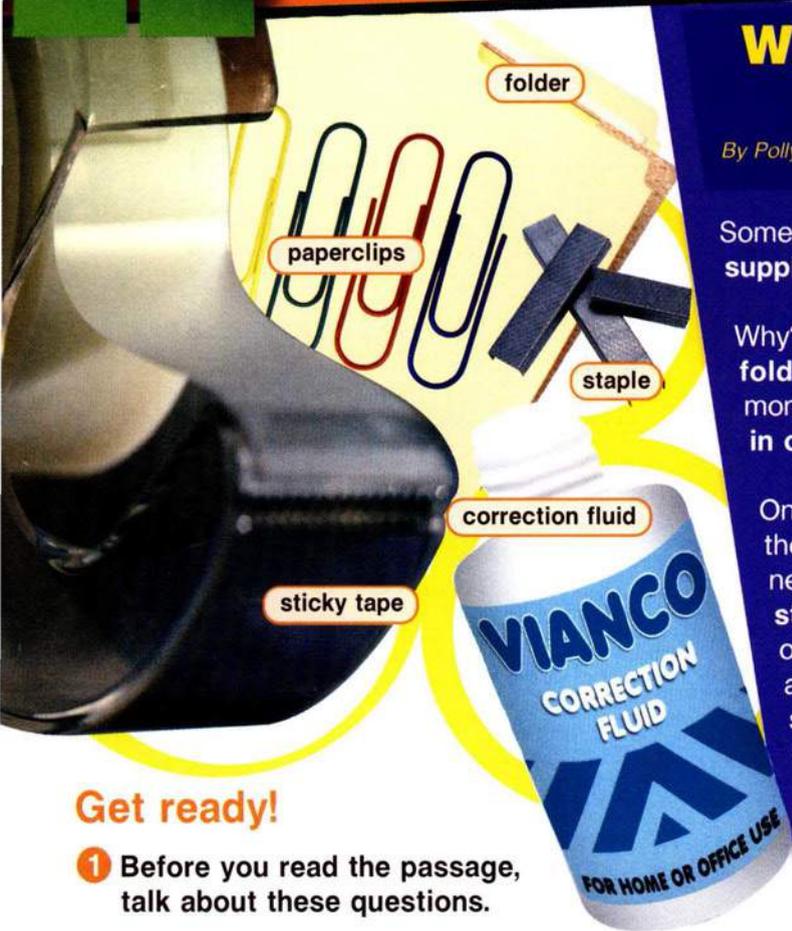
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# 1 Office supplies



## Who's In Charge of the Supplies?

By Polly Evans

Some businesses let employees order their own **supplies**. But this is a bad idea.

Why? After all, employees need **pens, tape** and **folders** to do their jobs. But businesses lose money this way. It is better to have one person **in charge of** purchasing supplies.

On a set date every month, employees give the person in charge lists of what they need. Then, he or she places an order for **staples, paperclips, correction fluid** and other necessary items. Everything arrives at the same time. This saves money on shipping charges. Also, many **office supply stores** give discounts for larger orders.

### Get ready!

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

- 1 What supplies does a secretary use at work?
- 2 Where does a secretary get supplies from?

### Reading

2 Read this article from a business magazine. Then, choose the correct answers.

- 1 What is the article mostly about?  
A Where to order office supplies.  
B What supplies a business needs.  
C A good method for ordering supplies.  
D Why supply stores can give discounts.
- 2 According to the article, what is true of the best way to order supplies?  
A Employees create lists of supplies once a year.  
B One person is responsible for placing supply orders.  
C Employees contact stores directly to purchase supplies.  
D Employees should ask the supply store for discounts.
- 3 Why is it bad for employees to order their own supplies?  
A It is costly for the employer.  
B It results in lost supply lists.  
C It increases shipping mistakes.  
D It takes longer to receive items.

### Vocabulary

3 Match the words (1-7) with the definitions (A-G).

- 1 \_\_\_ folder
- 2 \_\_\_ in charge of
- 3 \_\_\_ paperclip
- 4 \_\_\_ office supply store
- 5 \_\_\_ tape
- 6 \_\_\_ staple
- 7 \_\_\_ order

- A a request for products
- B an object that slides over papers to keep them together
- C a sticky material that keeps objects together
- D an object to store and organize papers in
- E a place that sells business supplies
- F responsible for something
- G a metal object pressed through papers to hold them together

**4** Write a word that is similar in meaning to the underlined part.

- Joan needs a new bottle of white liquid used for covering mistakes  
c \_ \_ r \_ \_ t \_ \_ \_ \_ l \_ \_ \_ d
- Are the new things needed to work here? I'm out of staples. \_ \_ \_ p \_ \_ \_ s
- My writing object is out of ink, so I need a new one. \_ e \_

**5** Listen and read the article again. Why is it a bad idea to let employees order their own supplies?

**Listening**

**6** Listen to a phone conversation between a store clerk and an office worker. Mark the following statements as true (T) or false (F).

- The office worker wants to purchase office supplies.
- The store is having a sale on staples.
- The clerk offers to deliver the supplies.

**7** Listen again and complete the conversation.

**Clerk:** Thank you for calling Speedy's  
1 \_\_\_\_\_ . How can I help you?

**Office Worker:** I want to place an order for some  
2 \_\_\_\_\_ , please.

**Clerk:** Great! What do you need today?

**Office Worker:** I need twenty boxes of pens with black ink. Then, I want ten boxes of 3 \_\_\_\_\_ .

**Clerk:** Is there anything else?

**Office Worker:** Yes. I also need five bottles of  
4 \_\_\_\_\_ . Oh, and fifty folders. They need to be red.

**Clerk:** OK, got it. The total comes to \$70. We're having a sale on 5 \_\_\_\_\_ . Ten boxes for three dollars. Are you interested?

**Office Worker:** No thanks. Let me give you the delivery address for the 6 \_\_\_\_\_ .

**Speaking**

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

**USE LANGUAGE SUCH AS:**

*I want to place an order*  
*What do you need today?*  
*We're having a sale on...*

**Student A:** You are clerk at Speedy's Office Supply. Talk to Student B about:

- supplies needed
- sales
- total bill

**Student B:** You are an office worker. Call Student A to place an order for supplies

**Writing**

**9** Use the conversation from Task 8 to fill out the note.

**Speedy's Office Supply Store  
Order Form**

Client Name: \_\_\_\_\_

Delivery Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Quantity	Item description	Price
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total: \_\_\_\_\_