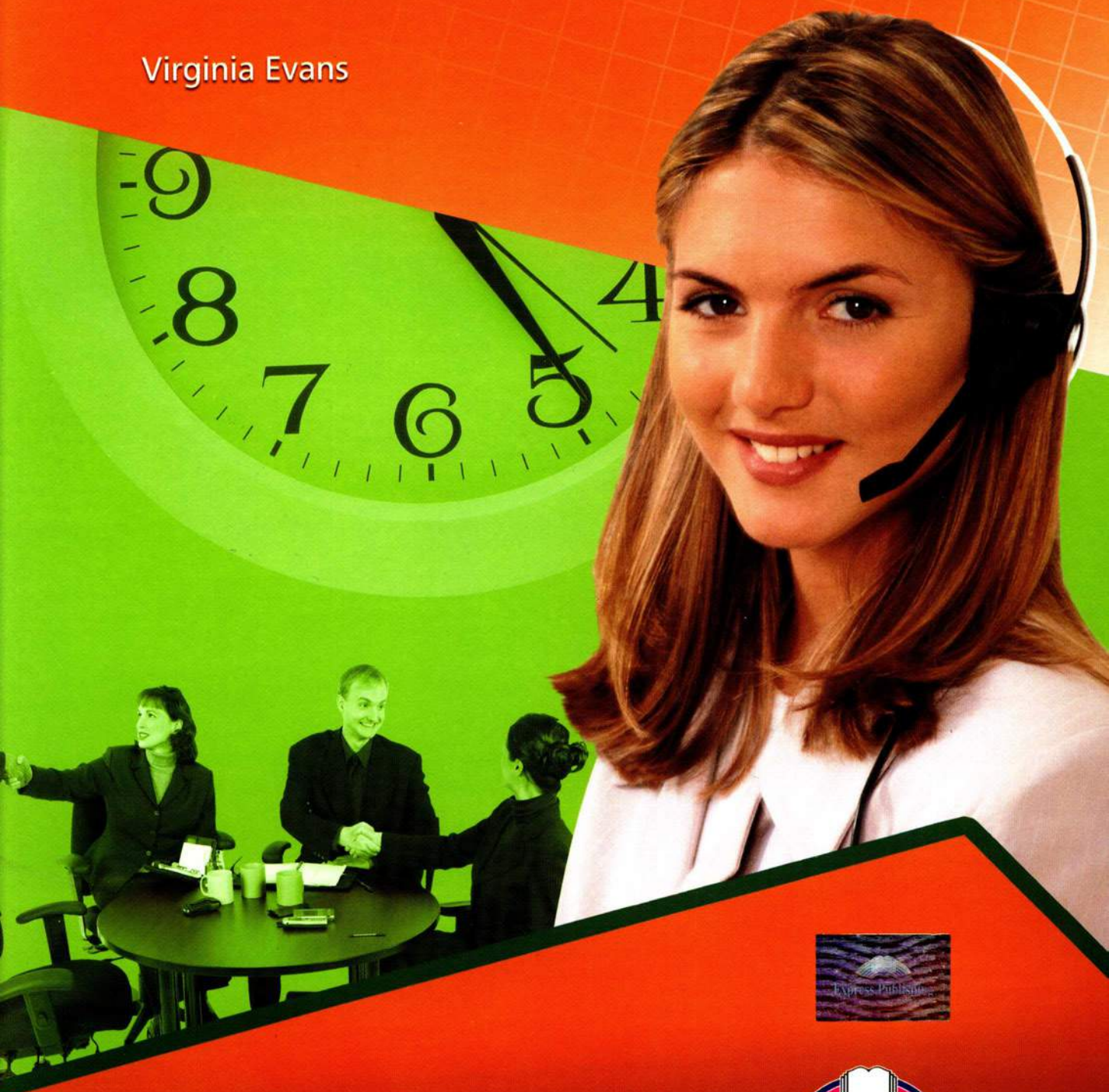


**CAREER
PATHS**

Secretarial

Virginia Evans



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e-mail: inquiries@expresspublishing.co.uk

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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.

- 1 Joan needs a new bottle of white liquid used for covering mistakes
c _ _ r _ _ t _ _ _ _ l _ _ d
- 2 Are the new things needed to work here? I'm out of staples. _ _ _ p _ _ _ s
- 3 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).

- 1 _ The office worker wants to purchase office supplies.
- 2 _ The store is having a sale on staples.
- 3 _ 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: _____