

THINGS YOU FIND IN AN OFFICE A-Z

A1-A2 | Alphabetical vocabulary

1 Write one word for every letter.

There is no common English X word for this topic. You may leave X blank.

2 Things You Find in an Office from A to Z.

a. _____
b. _____
c. _____
d. _____
e. _____
f. _____
g. _____
h. _____
i. _____
j. _____
k. _____
l. _____
m. _____

n. _____
o. _____
p. _____
q. _____
r. _____
s. _____
t. _____
u. _____
v. _____
w. _____
x. _____
y. _____
z. _____

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A1-A2 | Teacher answer key

1 Suggested answers

X has no common English word in this topic. Other suitable answers are also correct.

2 Things You Find in an Office from A to Z.

a. address book

b. binder

c. computer

d. desk

e. envelope

f. filing cabinet

g. glue

h. highlighter

i. ink

j. journal

k. keyboard

l. laptop

m. monitor

n. notebook

o. office chair

p. printer

q. questionnaire

r. ruler

s. stapler

t. telephone

u. USB drive

v. vending machine

w. whiteboard

x. no common office item

y. year planner

z. zip file