

Stationery and office supplies

stationery - noun BrE /'steɪʃənri/ AmE /'steɪʃənəri/
[uncountable]

materials for writing and for using in an office, for example paper, pens and envelopes

1

Visit the website [menti.com](https://www.menti.com) and enter the code your teacher gives you. Brainstorm as many words as you can which belong to the group STATIONERY and add them to the list.



2

Look at the pictures on the left and connect them to these words:

stapler, paper clips, binder clips, rubber stamp, fountain pen, pen, pencil, pencil sharpener, markers, highlighters

3

Match the words from the list with their definitions below.

envelope / sticky note or post-it / notebook / eraser / glue / hole punch(er) / scissors / tape dispenser

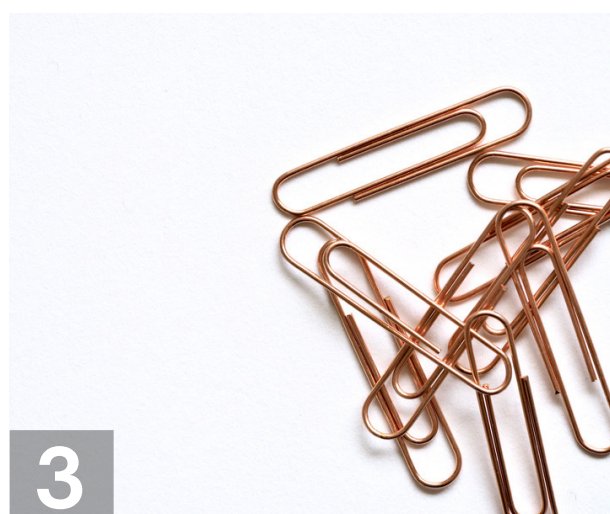
- a) a small and compact book that is used for writing. Generally used by students for taking notes, it can either be blank or have ruled pages.
- b) a popular packaging item used for enclosing a letter, card, or document.
- c) a device that is used for creating holes in sheets of paper. It is mainly used in offices.
- d) a tiny piece of paper with a glue strip attached to its back.
- e) a gadget which is generally used for cutting paper, cardboard, cloth, and other materials.
- f) an adhesive and thick substance that is used for sticking different objects with each other.
- g) it is used to remove any errors made by a pencil from a sheet of paper.
- h) a device that contains a tape roll and allows the user to tear the tape from one end and use it.



1



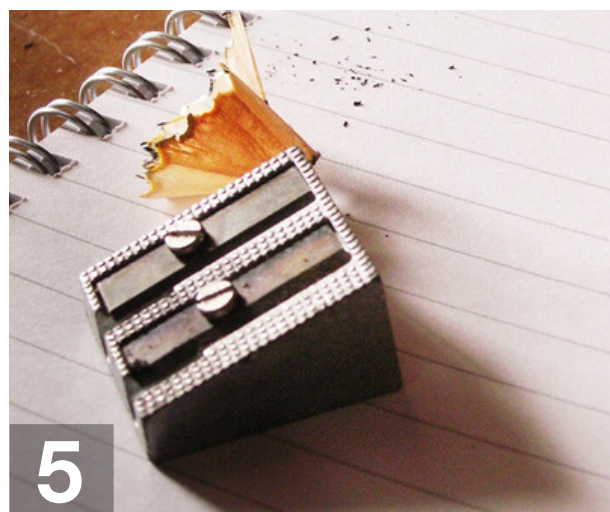
2



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4



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7



8



9



10

4

Choose 4 words from exercise 2 and, in your notebook, write your definitions for them. Think about synonyms and how and when you use them, as well what you use them for. Then, tell your definitions to the class and let them try to guess what you meant.

5

Watch the videos, listen to and repeat the words to practise **STATIONERY** and **OFFICE SUPPLIES** vocabulary pronunciation. Note words that are new to you into your notebook.

video 1: <https://bit.ly/3NfENiq>

video 2: <https://bit.ly/36FpVcm>

video 3: <https://bit.ly/36MajE4>

source: Vocabucy - visual English vocabulary (February 7, 2022)

6

Work in pairs. Take turns to tell your partner what's in your school bag and your pencil box. Next, tell your partner which stationery and office supplies you use at home (e.g. at your desk when learning or doing homework).

7

Use the vocabulary that you have learnt today to fill in the gaps.

- Oh no! I've made a mistake. Could you, please, pass the e_____?
- You have your pages all mixed up again. Here, use these p_____ to sort them properly.
- I need to buy an e_____ because I would like to send a letter.
- Whenever I learn English, I always use h_____ to mark words that I don't understand.
- Our fridge is covered with a bunch of colourful s_____ with messages and reminders on them.
- I need to stick these papers together but this g_____ is completely dry. Do you have any?
- It is not allowed to use a p_____ for writing a test.
- Open your n_____ and write down the following title: ...

8

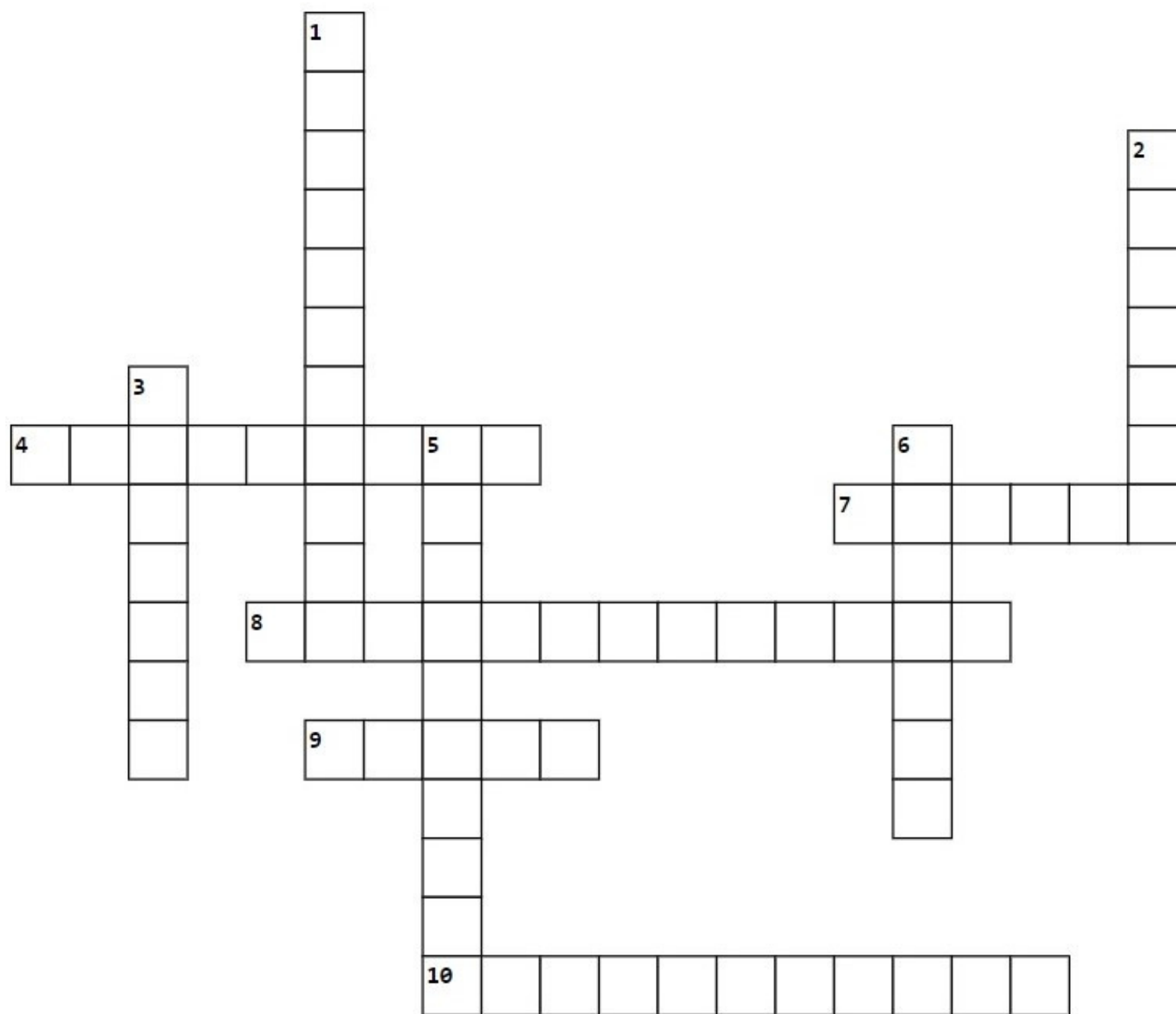
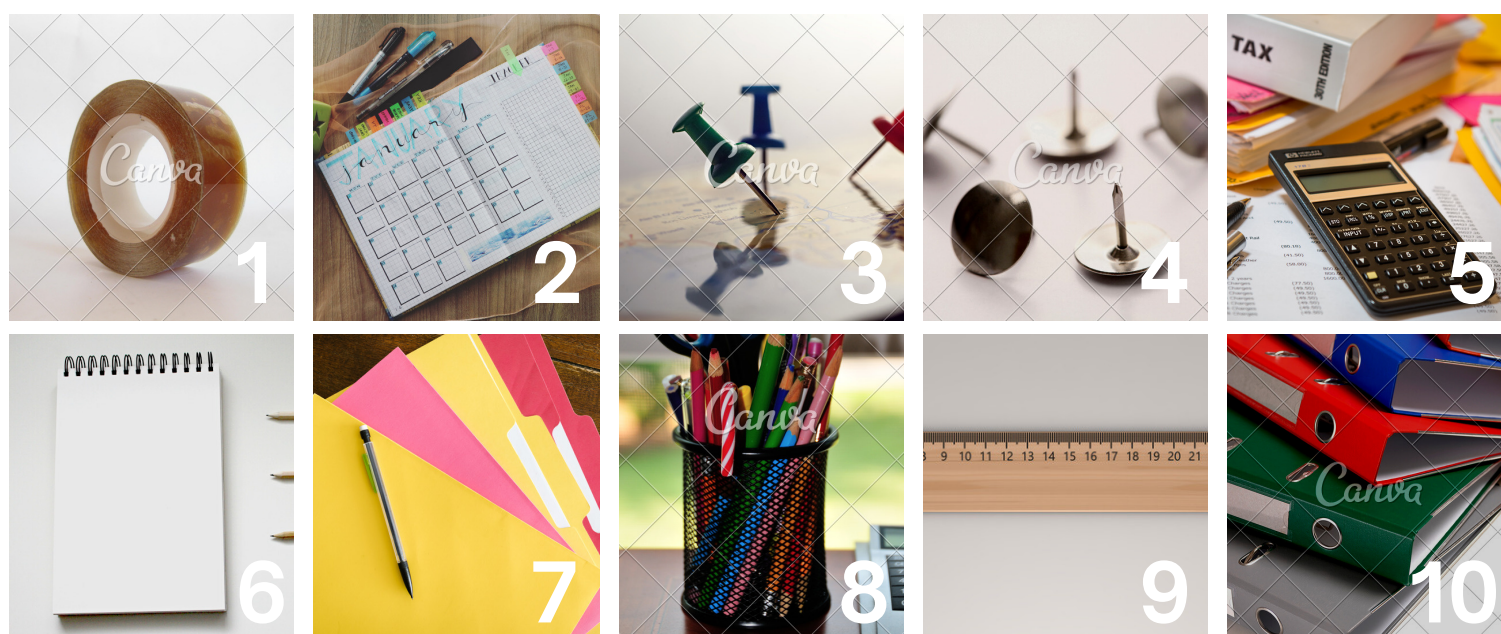
Open the flashcards on Quizlet and play **MATCH** or **LEARN** (scan the QR code or type in the URL).

<https://bit.ly/3IDHKKv>



9

Find the words from the pictures in the puzzle below.



10

Work in pairs and prepare dialogues based on the situation below. Take turns to take the role of a customer or a shop assistant. Use the vocabulary on this page and the **DIALOGUE WORKSHEET** to help you.

A customer wants to buy stationery and office supplies but doesn't know the correct expressions in English. They describe the objects (see exercises 3 and 4) or draw them to make clear what they need. The shop assistant helps them by asking questions.