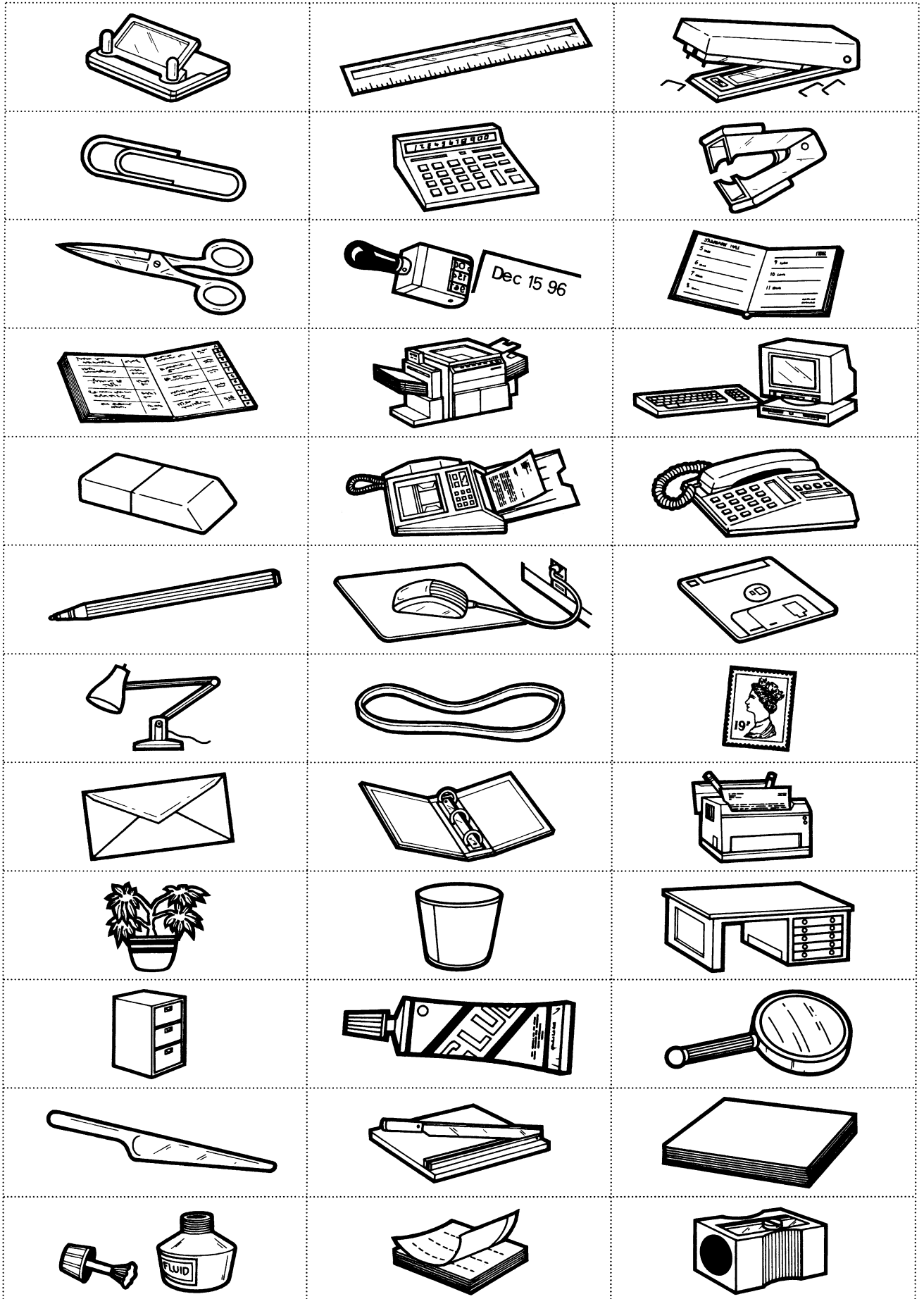


15a Things in the office



15b *Things in the office*



a hole punch	a ruler	a stapler
a paper clip	a calculator	a staple remover
a pair of scissors	a date stamp	a diary
an address book	a photocopier	a PC
an eraser	a fax	a phone
a pen	a mouse	a floppy disk
a desk lamp	a rubber band	a stamp
an envelope	a ring binder	a laser printer
a plant	a wastepaper basket	a desk
a filing cabinet	a tube of glue	a magnifying glass
a knife	a guillotine	a ream of paper
correcting fluid	sticky note pad	a pencil sharpener



Things in the office Worksheets **15a** and **15b**

ACTIVITY

Pairwork: speaking

AIM

To play a guessing game based on describing objects and saying what they are used for.

GRAMMAR AND FUNCTIONS

Talking about objects

VOCABULARY

Common office objects

PREPARATION

Make one copy of Worksheet 15a (pictures only) for each pair of students in the class. If you intend to teach the vocabulary, make a copy of Worksheet 15b for each pair and cut it up as indicated.

TIME

5 minutes

PROCEDURE

- 1 Tell the students that they are going to play a guessing game.
- 2 Put them in pairs and give out copies of Worksheet 15a.
- 3 Tell the students you are going to talk about one of the objects on the sheet. Ask them to point at the one you are describing. *It's made two pieces of metal, you use it to cut things* (a pair of scissors).
- 4 Explain the activity - in turn each partner describes an object which the other must identify by pointing at it - and ask them to start.

FOLLOW-UP

Give a cut-up copy of Worksheet 15b (words) to each pair of students, and ask them to match the nouns to the illustrations.

ALTERNATIVE PROCEDURE

There are a number of other ways to use these cards.

- Use the two worksheets (15a and 15b) for the game of Pelmanism. This is a memory game. The cards are put on the table face down. Students turn over two cards at a time. The objective is to find matching pairs: illustrations and nouns. A student who finds a matching pair keeps the cards and takes another turn. When a pair does not match it is returned to the table face down and the turn passes to the person on the left. The winner is the person with the most pairs when all have been picked up. As there are so many cards you may find it more practical to keep them in two separate piles.
- Write the nouns on the backs of the pictures and give each student five cards. Each student must then teach the words she or he has (without showing them) to all the other students in the class. (This activity comes from *Working with Words*, Gairns and Redman, CUP 1986.)