



SUPPLY ROOM
Inventory and Checkout

Employee Name: *SOPHIE JONES* Date: *7/27*

Write the quantity of all items you check out.

Shelf 1: Writing utensils (*Record quantities in number of boxes.*)

Pens (20 per box): blue ..*7*... black red

Pencils (10 per box):

Markers (5 per box): ..*1*...

Highlighters: yellow orange blue

Shelf 2 (*Please notify manager if items from this shelf run below 5.*)

Legal Pads:

Envelopes:

Binders: ..*3*.....

Shelf 3 (*Do not take staplers without permission from a manager.*)

Staplers:

Boxes of Staples: ..*2*.....

Tape:

Employee signature: *SC Jones*

Place checkout sheet in the box by the door.

Get ready!

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

- 1 What are some common writing utensils?
- 2 What are some other office supplies?

Reading

2 Read the supply room checkout sheet. Then, mark the following statements as true (T) or false (F).

- 1 ___ The sheet shows how many of each item are left.
- 2 ___ The employee took twenty pens and five markers.
- 3 ___ The employee checked out two staplers.

Vocabulary

3 Match the words or phrases (1-6) with the definitions (A-F).

- | | |
|----------------|-------------------|
| 1 ___ stapler | 4 ___ highlighter |
| 2 ___ envelope | 5 ___ legal pad |
| 3 ___ pencil | 6 ___ pen |

- A a tablet of ruled paper
 B a writing utensil with a graphite core
 C a tool used for attaching sheets of paper
 D a fluorescent colored marker
 E a writing utensil filled with ink
 F a paper sleeve in which to place letters

4 Read the sentence pairs. Choose which word best fits each blank.

1 tape / binder

- A Sue put the finance report in a _____ .
 B Henry attached the sign to the door with a piece of _____ .

2 marker / staple

- A She drew a diagram with an orange _____ .
 B Jon bound the documents with a _____ .

5 Listen and read the supply room checkout sheet again. What should you do if there are only three envelopes and two binders left on the shelf?

Listening

6 Listen to a conversation between two employees. Choose the correct answers.

1 What is the main topic of the conversation?

- A who to ask for new office supplies
 B the supply room contents and policies
 C where to find new checkout sheets
 D items missing from the supply room

2 What is the woman looking for?

- A pens C legal pads
 B pencils D checkout sheets

7 Listen again and complete the conversation.

Employee 1: Hey, Carl. Do you know where we keep the extra 1 _____ ?

Employee 2: Yeah. They're back in the 2 _____ . I'll show you.

Employee 1: Great. Thanks.

Employee 2: The pens and pencils are up here. Down there are the legal pads and binders, and on the 3 _____ is everything else.

Employee 1: So, can I just take whatever I need?

Employee 2: Yeah. You just have to 4 _____ one of these checkout sheets.

Employee 1: That's 5 _____ . Where do the sheets go?

Employee 2: 6 _____ in this box.

Speaking

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

USE LANGUAGE SUCH AS:

*Do you know where ...?
 The pens and pencils are ...
 Where do the ...?*

Student A: You are an employee. Talk to Student B about:

- the office supply room
- where to find different supplies
- how to check supplies out

Student B: You are a new employee. Talk to Student A about where to find extra pens.

Writing

9 Use the checkout sheet and the conversation from Task 8 to fill out the office supply order form.



Finance Inc.
Office Supplies List

Quantity	Supplies needed
_____	_____
_____	_____
_____	_____
_____	_____