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A2 SECTOR VOCABULARY ≈ 27 MIN

Around the Office — *practice on paper*

You have built the lesson — now lock the office vocabulary in, brick by brick. New examples, the same four groups.

Sort every word into one of four groups — **people · places · things · actions** — and remember the false friends: **Chef = boss**.

NAME _____ DATE _____

YOUR BUILD — 1 · SORTING ○ | 2 · FILL-IN ○ | 3 · CORRECT ○ | 4 · WRITE ○

BRICK 1 · SORT BY GROUP · APPROX. 4 MIN ●○○

Read each word. Is it a **person** at work → left column. Is it a **place or thing** in the office → right column.

colleague · printer · manager · deadline · client · folder · boss · keyboard · team · desk

PEOPLE AT WORK	PLACES & THINGS

BRICK 2 · FILL IN THE RIGHT OFFICE WORD · APPROX. 6 MIN ●●○

Fill in the right word from this lesson. The context of the sentence tells you which one is meant.

01 I check my _____ first thing every morning and reply to messages.

02 Let's meet in the _____ at ten; I have booked it until eleven.

03 The report is due Friday, so we must not miss the _____ .

04 Please put these printed pages in the blue _____ on my desk.

05 My _____ leads the team and approves the budget.

06 I share an office with my _____ , Anna.

07 Can you _____ a room for the training next week?

08 The _____ is out of paper, so I cannot print the contract.

YOUR BUILD

1 · SORTING ○ | 2 · FILL-IN ○ | 3 · CORRECT ○ | 4 · WRITE ○

BRICK 3 · FIND AND CORRECT THE MISTAKE · APPROX. 7 MIN ●●○

Each sentence hides exactly one mistake — a false friend or a wrong word pair. Underline it and write the whole sentence correctly.

01 My chef asked me to finish the report by Monday.

02 I left my handy in the meeting room again.

03 Let's make a meeting for Tuesday afternoon.

04 We must reach the deadline before the weekend.

05 I will show the sales figures on the beamer.

06 She is a new college in the marketing department.

BRICK 4 · WRITE YOUR OWN SENTENCES · APPROX. 8 MIN ●●●

Write one sentence for each prompt, using office words from this lesson.

01 Your desk: "On my desk there is …" — name three things.

02 Your team: "I work with my … in the …" (person + place).

03 Your morning: "Every morning I … my email and then I … a meeting."

04 A false friend: write one sentence with "boss" (not "chef").

MINI-CHECK – CAN I DO THIS YET?

- ○ I file every new office word into one of the four groups: people, places, things, actions.
- ○ I know the false friends: "Chef" = boss, "Handy" = mobile phone.
- ○ I learn fixed word pairs together: have a meeting, meet a deadline, book a room.
- ○ I stress "colleague" on the first syllable: COLL-eeg.

Not every box ticked? Build the lesson once more and try this sheet again tomorrow.

Answer key

Check only when you have finished. Every answer comes with the **why** — the rule matters more than the result.

BRICK 1 · SORTING

01 **colleague** → People
A person you work with.

02 **printer** → Things
A device that prints documents.

03 **manager** → People
The person who leads your team.

04 **deadline** → Things
The time by which work must be done.

05 **client** → People
A person who buys from you.

06 **folder** → Things
A holder for papers.

07 **boss** → People
The person in charge — not "chef".

08 **keyboard** → Things
The device you type on.

09 **team** → People
The group of people you work with.

10 **desk** → Places
Your own workspace in the office.

BRICK 2 · FILL-IN

01 **email**
Checking and replying to messages = email.

02 **meeting room**
A room you book to meet in.

03 **deadline**
The deadline you must not miss.

04 **folder**
A folder for the printed pages.

05 **manager**
Leads the team and approves the budget.

06 **colleague**
The person you share the office with.

07 **book**
You "book" a room: to book a room.

08 **printer**
The device that cannot print without paper.

BRICK 3 · CORRECT

01 My **boss** asked me to finish the report by Monday.
False friend: "chef" is a cook; you mean "boss".

02 I left my **mobile phone** in the meeting room again.
"Handy" is not English; the device is a "mobile phone".

03 Let's **have** a meeting for Tuesday afternoon.
Collocation: "have" or "arrange a meeting", not "make".

04 We must **meet** the deadline before the weekend.
Collocation: you "meet" a deadline, not "reach" it.

05 I will show the sales figures on the **projector**.
"Beamer" is not English; the device is a "projector".

06 She is a new **colleague** in the marketing department.
"College" is a school; the person is a "colleague".

BRICK 4 · WRITE

Your sentences may differ — just check that you used the right office words and word pairs.

01 "On my desk there is a monitor, a keyboard and a folder."
Items from the "things" group.

02 "I work with my colleague in the sales department."
A person and a place in one sentence.

03 "Every morning I check my email and then I have a meeting."
Collocations: check email, have a meeting.

04 "My boss approved the new budget today."
"boss", not the false friend "chef".

NEXT BRICKS — KEEP BUILDING FREE ONLINE

PAIR WITH THIS
Making Appointments
englisch-lehrer.com/en/lessons/making-appointments-phone

NEXT STEP
Taking Part in Meetings
englisch-lehrer.com/en/lessons/participating-in-meetings

ALL LESSONS
45+ free lessons
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