

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-ee-gue.

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
<i>A person you work with.</i> | 06 folder → Things
<i>A holder for papers.</i> |
| 02 printer → Things
<i>A device that prints documents.</i> | 07 boss → People
<i>The person in charge — not "chef".</i> |
| 03 manager → People
<i>The person who leads your team.</i> | 08 keyboard → Things
<i>The device you type on.</i> |
| 04 deadline → Things
<i>The time by which work must be done.</i> | 09 team → People
<i>The group of people you work with.</i> |
| 05 client → People
<i>A person who buys from you.</i> | 10 desk → Places
<i>Your own workspace in the office.</i> |

BRICK 2 · FILL-IN

- | | |
|--|---|
| 01 email
<i>Checking and replying to messages = email.</i> | 05 manager
<i>Leads the team and approves the budget.</i> |
| 02 meeting room
<i>A room you book to meet in.</i> | 06 colleague
<i>The person you share the office with.</i> |
| 03 deadline
<i>The deadline you must not miss.</i> | 07 book
<i>You "book" a room: to book a room.</i> |
| 04 folder
<i>A folder for the printed pages.</i> | 08 printer
<i>The device that cannot print without paper.</i> |

BRICK 3 · CORRECT

- | | |
|---|---|
| 01 My boss asked me to finish the report by Monday.
<i>False friend: "chef" is a cook; you mean "boss".</i> | 04 We must meet the deadline before the weekend.
<i>Collocation: you "meet" a deadline, not "reach" it.</i> |
| 02 I left my mobile phone in the meeting room again.
<i>"Handy" is not English; the device is a "mobile phone".</i> | 05 I will show the sales figures on the projector .
<i>"Beamer" is not English; the device is a "projector".</i> |
| 03 Let's have a meeting for Tuesday afternoon.
<i>Collocation: "have" or "arrange a meeting", not "make".</i> | 06 She is a new colleague in the marketing department.
<i>"College" is a school; the person is a "colleague".</i> |

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."
<i>Items from the "things" group.</i> | 03 "Every morning I check my email and then I have a meeting."
<i>Collocations: check email, have a meeting.</i> |
| 02 "I work with my colleague in the sales department."
<i>A person and a place in one sentence.</i> | 04 "My boss approved the new budget today."
<i>"boss", not the false friend "chef".</i> |

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

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