

## Office objects (and other stuff...)

TASK: Write the words/noun phrases in the blanks in order to have correct definitions.

RULER  
LIGHTER  
PEN  
PENCIL  
MECHANICAL PENCIL  
PENCIL CASE  
HIGHLIGHTER  
ID CARD

BUSINESS CARD  
CALCULATOR  
MAGAZINE  
ERASER  
PAPER TOWEL  
PAPER CLIP  
TOILET PAPER  
MATCH

COIN  
CHEWING GUM  
RUBBER BAND  
STAPLER  
LEAD  
APPOINTMENT BOOK  
SELF-STICK NOTE

\_\_\_\_\_ is a soft tissue paper product, usually in rolls, used to maintain personal hygiene.

\_\_\_\_\_ is any of various, often graphitic compositions used as the writing substance in pencils.

A \_\_\_\_\_ is a narrow, generally cylindrical implement for writing, drawing, or marking, consisting of a thin rod of graphite, colored wax, or similar substance encased in wood

A \_\_\_\_\_ is a tool that combines together sheets of paper or other materials by driving a thin metal staple through the sheets and folding over the ends to secure the paper.

A \_\_\_\_\_ is an elastic loop of natural or synthetic rubber used to hold objects together.

A \_\_\_\_\_ is an instrument for writing or drawing with ink or similar fluid.

A \_\_\_\_\_ is a straight edged strip, as of wood or metal, for drawing straight lines and measuring lengths.

A \_\_\_\_\_ is a form of marker pen which is used to highlight sections of documents in a vivid colour, while leaving the content beneath the marking unobscured.

A \_\_\_\_\_ is a disposable product made of paper. It serves the same general purposes as conventional towels, such as drying hands, wiping windows and dusting.

A \_\_\_\_\_ is a self-adhesive paper more commonly used to leave messages.

A \_\_\_\_\_ is a container used to carry pencils. It can also contain a variety of other stationery such as a pencil sharpener, pens, erasers, a stapler, and a calculator.

A \_\_\_\_\_ is a pencil containing an internal mechanism which pushes ("propels") the thin graphite lead through the tip

An \_\_\_\_\_ is a card, often bearing a photograph, that gives identifying data, such as name, age, or organizational membership, about a person.

A \_\_\_\_\_ is a mechanical device for lighting a cigarette, cigar, or pipe.

A \_\_\_\_\_ is a small card printed or engraved with a person's name and business affiliation, including such information as title, address, and telephone number.

An \_\_\_\_\_ is a book with pages showing the days, weeks, or months of the calendar on which you can write appointments and other things to do.

A \_\_\_\_\_ is an electronic or a mechanical device for the performance of mathematical computations.

\_\_\_\_\_ is a sweetened, flavored preparation for chewing.

A \_\_\_\_\_ is a narrow piece, usually of wood or cardboard, coated on one end with a compound that ignites when scratched against a rough or chemically treated surface.

A \_\_\_\_\_ is usually a piece of hard material, usually metal or a metallic material, usually in the shape of a disc, and most often issued by a government.

A \_\_\_\_\_ is a device which holds several sheets of paper together by means of pressure: it leaves the paper intact and can be quickly and easily removed, unlike the staple.

An \_\_\_\_\_ is an implement, such as a piece of rubber, used for erasing.

A \_\_\_\_\_ is a periodical containing a collection of articles, stories, pictures, or other features.

# TEACHER'S GUIDE

## FEATURES

Target: Basic vocabulary  
Level: Beginner, pre-intermediate  
Time: 30 minutes

## SUGGESTED TEACHING METHOD

This is a follow-up activity. The vocabulary must be taught previously\*.  
It is strongly recommended that you use the real objects or pictures to present the vocabulary for the first time.  
Give each student a copy of the exercise.  
Explain the task and make sure they understand what they are supposed to do.  
It's very important that you make it clear for them that it is not necessary to understand every word.  
Write the words *paper*, *rolls* and *personal hygiene* on the board.  
Tell them that these words are important characteristics of *toilet paper*, so they guide us to the correct answer.  
Write on the board the question "What is toilet paper?".  
Model the answer emphasizing the correct use of *to be* and the use of the pronoun *it* (*It is a soft tissue...*).  
Correct the exercise by having the students ask and answer questions.  
When the correction is finished, give the students one or two minutes to *try* to memorize the answers.  
Ask them questions about the objects (*What is a pencil?*) and try to get the students to answer.  
Tell them to study the definitions for the next class.  
As the next class's warm up, the teacher asks the students for the definitions.

## \*SUGGESTED TECHNIQUES TO PRESENT THE VOCABULARY:

### Suggestion #1

Bring to class a bag containing all the objects from the exercise.  
Take the objects out of the bag one by one calling out its name and having the students repeat.  
Place the objects on a table.  
Give the bag to one of the students and have him get one object, say its name and put it back into the bag.  
Write the new words on the board and have the students to copy them down.

### Suggestion #2

Make cards with pictures of the objects from the exercise.  
Show the cards one by one calling out the name of the object and having the students repeat.  
Put the cards into a box and have the box go around the class.  
Each student takes one card out of the box and calls out its name.

## *Answer-key*

**Toilet paper** is a soft tissue paper product, usually in rolls, used to maintain personal hygiene.

**Lead** is any of various, often graphitic compositions used as the writing substance in pencils.

A **pencil** is a narrow, generally cylindrical implement for writing, drawing, or marking, consisting of a thin rod of graphite, colored wax, or similar substance encased in wood

A **stapler** is a tool that combines together sheets of paper or other materials by driving a thin metal staple through the sheets and folding over the ends to secure the paper.

A **rubber band** is an elastic loop of natural or synthetic rubber used to hold objects together.

A **pen** is an instrument for writing or drawing with ink or similar fluid.

A **ruler** is a straight edged strip, as of wood or metal, for drawing straight lines and measuring lengths.

A **highlighter** is a form of marker pen which is used to highlight sections of documents in a vivid colour, while leaving the content beneath the marking unobscured.

A **paper towel** is a disposable product made of paper. It serves the same general purposes as conventional towels, such as drying hands, wiping windows and dusting.

A **self-stick note** is a self-adhesive paper more commonly used to leave messages.

A **pencil case** is a container used to carry pencils. A pencil case can also contain a variety of other stationery such as a pencil sharpener, pens, erasers, a stapler, and a calculator.

A **mechanical pencil** is a pencil containing an internal mechanism which pushes ("propels") the thin graphite lead through the tip.

An **ID card** is a card, often bearing a photograph, that gives identifying data, such as name, age, or organizational membership, about a person.

A **lighter** is a mechanical device for lighting a cigarette, cigar, or pipe.

A **business card** is a small card printed or engraved with a person's name and business affiliation, including such information as title, address, and telephone number.

An **appointment book** is a book with pages showing the days, weeks, or months of the calendar on which you can write appointments and other things to do.

A **calculator** is an electronic or a mechanical device for the performance of mathematical computations.

**Chewing gum** is a sweetened, flavored preparation for chewing.

A **match** is a narrow piece, usually of wood or cardboard, coated on one end with a compound that ignites when scratched against a rough or chemically treated surface.

A **coin** is usually a piece of hard material, usually metal or a metallic material, usually in the shape of a disc, and most often issued by a government.

A **paper clip** is a device which holds several sheets of paper together by means of pressure: it leaves the paper intact and can be quickly and easily removed, unlike the staple.

An **eraser** is an implement, such as a piece of rubber, used for erasing.

A **magazine** is a periodical containing a collection of articles, stories, pictures, or other features.