**L35 - At work - Vocabulary**





**Vocabulary (office stationery)**

<https://quizlet.com/_5gg6fs>

1. briefcase – сумка, дипломат
2. computer screen – экран
3. keyboard – клавиатура
4. mouse – мышь
5. mouse mat – коврик для мышки
6. fax machine – факс
7. photocopier – ксерокс
8. printer – принтер
9. folder – папка
10. notepad – блокнот
11. paper clip – скрепка
12. pins – кнопки
13. pencil sharpener – точилка для карандаша
14. stamp – печать
15. stapler – степлер

**Exercise 1. Match the pictures with the words.**

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| Ð ÐµÐ·ÑÐ»ÑÑÐ°Ñ Ð¿Ð¾ÑÑÐºÑ Ð·Ð¾Ð±ÑÐ°Ð¶ÐµÐ½Ñ Ð·Ð° Ð·Ð°Ð¿Ð¸ÑÐ¾Ð¼ "computer screen picture" | Keyboard |
| Ð ÐµÐ·ÑÐ»ÑÑÐ°Ñ Ð¿Ð¾ÑÑÐºÑ Ð·Ð¾Ð±ÑÐ°Ð¶ÐµÐ½Ñ Ð·Ð° Ð·Ð°Ð¿Ð¸ÑÐ¾Ð¼ "Pins  picture" | Notepad |
| Ð ÐµÐ·ÑÐ»ÑÑÐ°Ñ Ð¿Ð¾ÑÑÐºÑ Ð·Ð¾Ð±ÑÐ°Ð¶ÐµÐ½Ñ Ð·Ð° Ð·Ð°Ð¿Ð¸ÑÐ¾Ð¼ "Pencil sharpener   picture" | Briefcase |
| ÐÐ¾Ð²âÑÐ·Ð°Ð½Ðµ Ð·Ð¾Ð±ÑÐ°Ð¶ÐµÐ½Ð½Ñ | Printer |
| Ð ÐµÐ·ÑÐ»ÑÑÐ°Ñ Ð¿Ð¾ÑÑÐºÑ Ð·Ð¾Ð±ÑÐ°Ð¶ÐµÐ½Ñ Ð·Ð° Ð·Ð°Ð¿Ð¸ÑÐ¾Ð¼ "Folder    picture" | Paper clip |
| ÐÐ¾Ð²âÑÐ·Ð°Ð½Ðµ Ð·Ð¾Ð±ÑÐ°Ð¶ÐµÐ½Ð½Ñ | Computer screen |
| Ð ÐµÐ·ÑÐ»ÑÑÐ°Ñ Ð¿Ð¾ÑÑÐºÑ Ð·Ð¾Ð±ÑÐ°Ð¶ÐµÐ½Ñ Ð·Ð° Ð·Ð°Ð¿Ð¸ÑÐ¾Ð¼ "Stamp clip" | Pencil sharpener |
| Ð ÐµÐ·ÑÐ»ÑÑÐ°Ñ Ð¿Ð¾ÑÑÐºÑ Ð·Ð¾Ð±ÑÐ°Ð¶ÐµÐ½Ñ Ð·Ð° Ð·Ð°Ð¿Ð¸ÑÐ¾Ð¼ "keyboard picture" | Pins |
| Ð ÐµÐ·ÑÐ»ÑÑÐ°Ñ Ð¿Ð¾ÑÑÐºÑ Ð·Ð¾Ð±ÑÐ°Ð¶ÐµÐ½Ñ Ð·Ð° Ð·Ð°Ð¿Ð¸ÑÐ¾Ð¼ "Printer  picture" | Rubber stamp |
| Ð ÐµÐ·ÑÐ»ÑÑÐ°Ñ Ð¿Ð¾ÑÑÐºÑ Ð·Ð¾Ð±ÑÐ°Ð¶ÐµÐ½Ñ Ð·Ð° Ð·Ð°Ð¿Ð¸ÑÐ¾Ð¼ "Briefcase   picture" | Folder |

**Exercise 2. Complete the sentences with words given below.**

*Printer mobile phone briefcase photocopier email*

1. I need to print this letter, but the … isn't working.
2. Don't forget your … . I may need to call you while you're out of the office
3. I left my … on the train. It had all kinds of important documents in it.
4. Could you make a copy of this letter for me, please? The … is over there.
5. Send me an … . It's quicker than writing a letter.



**Vocabulary (Employment)**

<https://quizlet.com/_5gkhyi>

1. to hire – нанимать на работу
2. employee – работающий
3. **employer – работодатель**
4. **colleagues**/ **coworkers – коллеги**
5. **boss** / **supervisor – начальник**
6. **full-time – полное рабочее время**
7. **part-time – неполное рабочее время**
8. **flex-time – гибкий график**
9. **shift – рабочая смена**
10. **overtime – сверхурочная работа**
11. **go to work – идти на работу**
12. **get off work – идти с работы**
13. **commute – поездка на работу и обратно**
14. **earn a salary – зарабатывать зарплату**
15. **promotion – повышение**
16. **bonus – бонус**
17. **to fire – уволить**
18. **to retire – выходить на пенсию**
19. stressful – стрессовый, напряженный
20. day off – выходной

**Exercise 3. Complete and translate the sentences.**

***fire*** *go to* ***hire*** *commute get off retire*

1. I was **…** by an insurance company just two weeks after graduating from college.
2. I … work at 8:30, and I … work at 5.
3. I have a 20-minute … .
4. Peter was **…**because he never came to work on time.
5. In most countries, people … around age 65.

**Exercise 4. Choose the correct word and translate the sentence.**

1. This job is too  (stressed-out/stressful).
2. I was  (hired/heard) last month.
3. They  (fired/failed) two of my co-workers, and I'm afraid I might be next.
4. I work  (at/in) sales.
5. The company has a reputation for treating their  (employees/employed) well.
6. I usually don't eat in the  (lunchroom/lunch-zone). I go out to eat.
7. The dress  (code/cut) is casual.
8. I get along well with most of my  (colleagues/employees) (= co-workers).
9. He's not very  (producing/productive). He just chats to his friends on Facebook all day.
10. I'm taking a week  (off/of) to go on vacation.

**Keys**

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| ÐÐ¾Ð²âÑÐ·Ð°Ð½Ðµ Ð·Ð¾Ð±ÑÐ°Ð¶ÐµÐ½Ð½Ñ | Notepad |
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| ÐÐ¾Ð²âÑÐ·Ð°Ð½Ðµ Ð·Ð¾Ð±ÑÐ°Ð¶ÐµÐ½Ð½Ñ | Paper clip |
| Ð ÐµÐ·ÑÐ»ÑÑÐ°Ñ Ð¿Ð¾ÑÑÐºÑ Ð·Ð¾Ð±ÑÐ°Ð¶ÐµÐ½Ñ Ð·Ð° Ð·Ð°Ð¿Ð¸ÑÐ¾Ð¼ "Stamp clip" | Rubber stamp |
| Ð ÐµÐ·ÑÐ»ÑÑÐ°Ñ Ð¿Ð¾ÑÑÐºÑ Ð·Ð¾Ð±ÑÐ°Ð¶ÐµÐ½Ñ Ð·Ð° Ð·Ð°Ð¿Ð¸ÑÐ¾Ð¼ "keyboard picture" | Keyboard |
| Ð ÐµÐ·ÑÐ»ÑÑÐ°Ñ Ð¿Ð¾ÑÑÐºÑ Ð·Ð¾Ð±ÑÐ°Ð¶ÐµÐ½Ñ Ð·Ð° Ð·Ð°Ð¿Ð¸ÑÐ¾Ð¼ "Printer  picture" | Printer |
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1. 1. Printer. 2. Mobile phone. 3. Briefcase. 4. Photocopier. 5. Email.
2. 1. I was **hired** by an insurance company just two weeks after graduating from college.
3. I **go to** work at 8:30, and I **get off** work at 5.
4. I have a 20-minute **commute**.
5. Peter was **fired**because he never came to work on time.
6. In most countries, people **retire** around age 65.
7. 1. This job is too  (stressed-out/**stressful**).

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