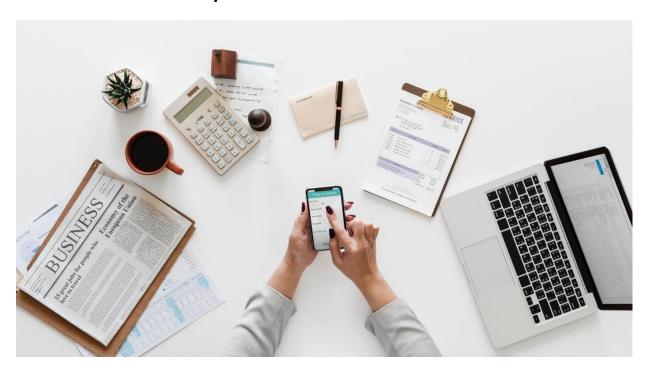
L35 - At work - Vocabulary





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.

	Keyboard
	Reyboard
	Notepad
	Briefcase
CHARLES	Printer
	Paper clip
	Computer screen
APPROVED	Pencil sharpener

	Pins
Comp. of LANCE	Rubber stamp
	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.