# Role Play - A New Office

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# Vocabulary

**Cabinet:** a cupboard with drawers or shelves for storing or displaying articles.

**Comfy:** comfortable.

**Armchair:** a comfortable chair, typically upholstered, with side supports for a person's arms.

**Neaten:** to make neat; arrange in an orderly, tidy way.

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# USEFUL VOCABULARY FOR THE USE IN AN OFFICE

**Drawer -** a boxlike storage compartment without a lid, made to slide horizontally in and out of a desk, chest, or other piece of furniture.

**Equipment** - the necessary items for a particular purpose. eg. office equipment.

**Furniture** - large movable equipment, such as tables and chairs, used to make a house, office, or other spaces suitable for living or working.

**Highlighter** - a broad felt-tipped pen used to overlay transparent fluorescent color on text or a part of an illustration, leaving it legible and emphasized.

**Laptop** -a computer that is portable and suitable for use while traveling.

**Paperclip** - a piece of bent wire or plastic used for holding several sheets of paper together.

**Stapler** - a device for fastening together sheets of paper with a staple or staples.

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