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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