

ENGLISH

Unit 17: School and Office



English for Beginners with

THE INSPIRE ACADEMY



Types of Schools (American)



Home School



Preschool or Kindergarten



Elementary School



Middle School



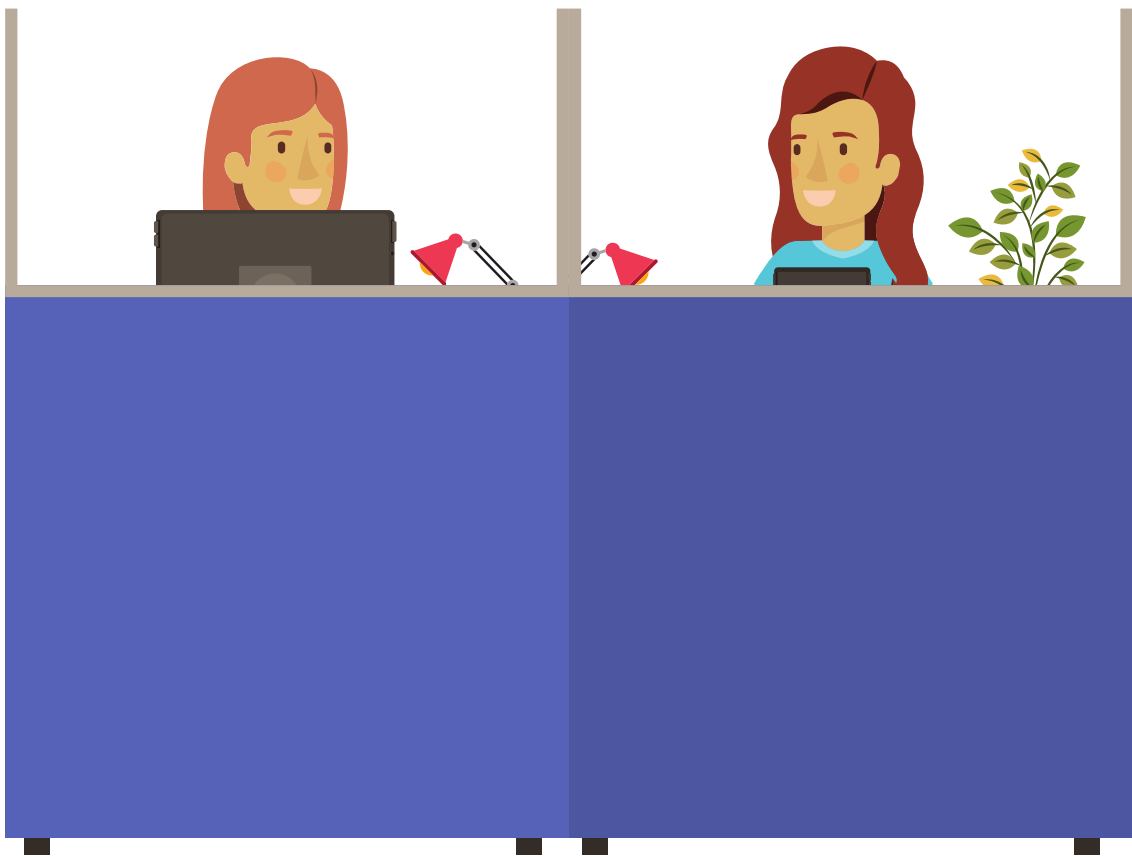
High School



University or College

You can hear what each vocabulary word sounds like in the audio for this unit.

Types of Offices/Workspaces



Cubicle Farm



Co-working Space



Private Office



Lab



Art Studio

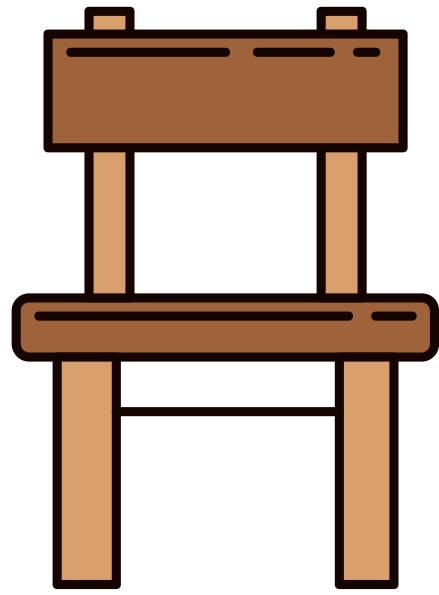


Home Office

School Vocabulary



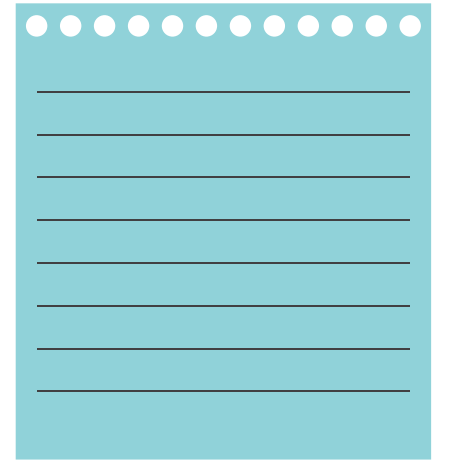
Desk



Chair



Book



Paper



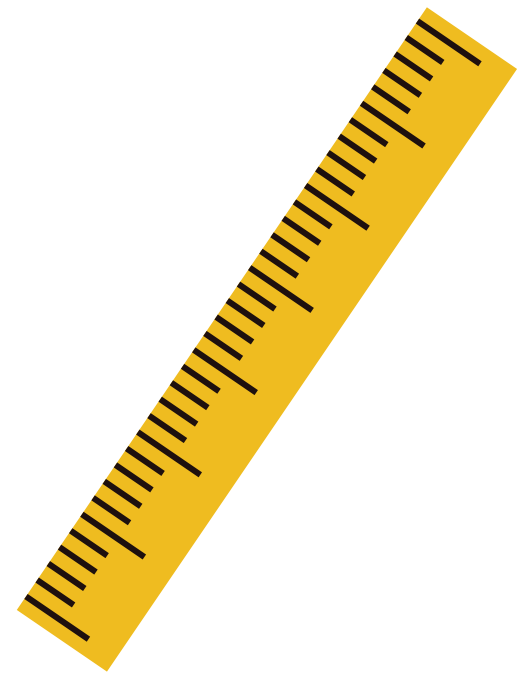
Notebook



Pencil Case



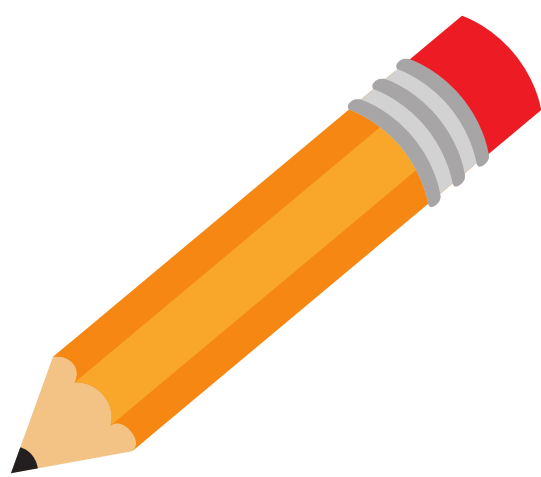
Backpack



Ruler



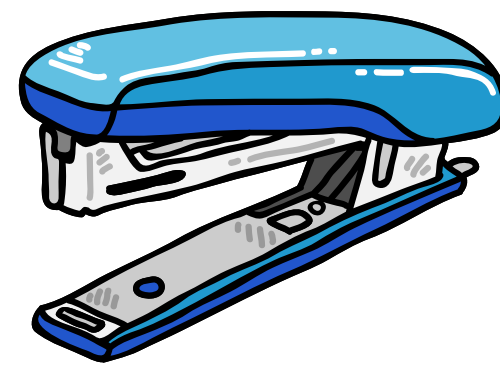
Scissors



Pencil



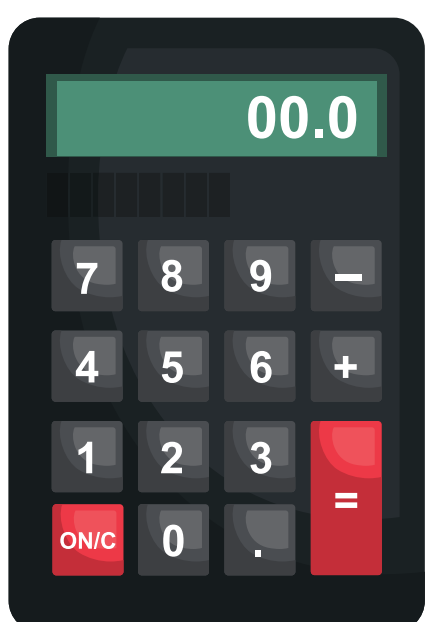
Colored Pencils



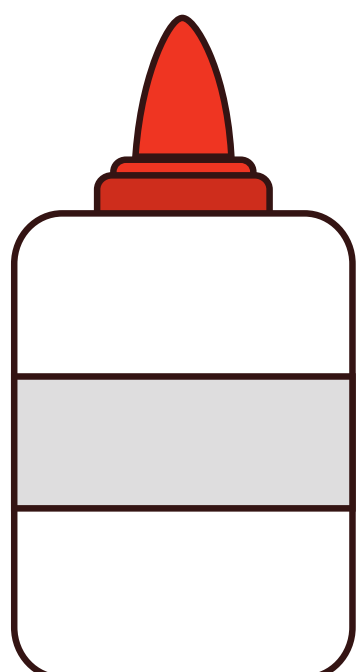
Stapler



Highlighter



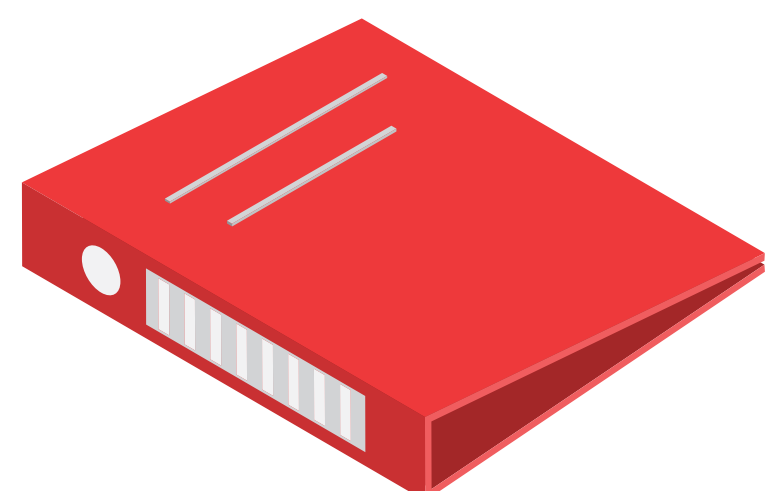
Calculator



Glue



Scotch Tape

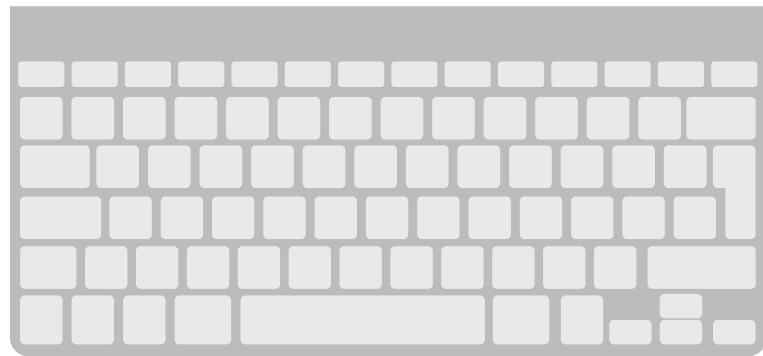


Binder

Office/Workspace Vocabulary



Monitor



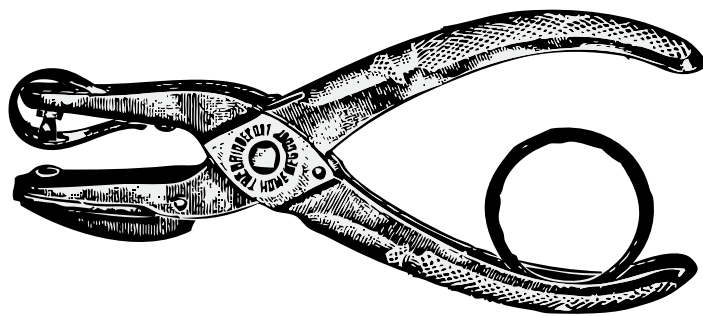
Keyboard



File



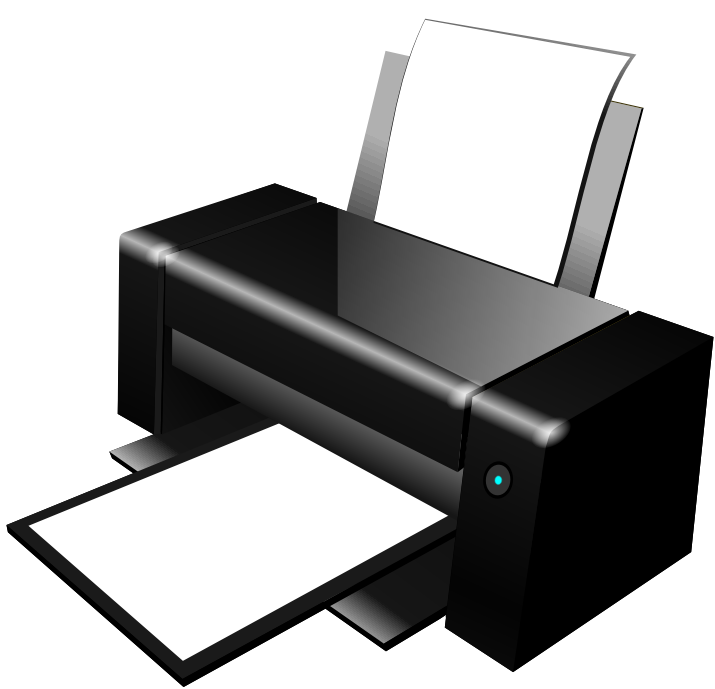
File Cabinet



Hole Puncher



Telephone



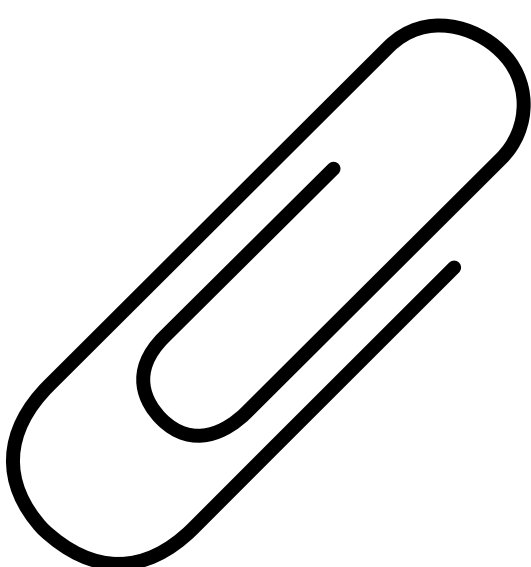
Printer



Pen



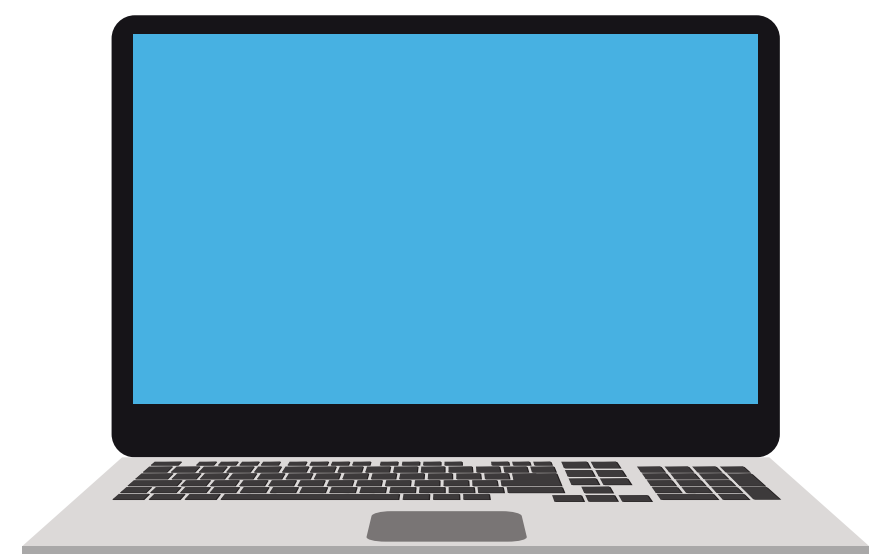
Fax Machine



Paper Clip



Briefcase



Laptop

Example Conversations

School Conversation

Student 1 - "Hi do you have any pencils I could borrow?"

Student 2 - "I do, how many do you need?"

Student 1 - "Just one."

Student 2 - "Ok here you go."

Student 1 - "Thank you, do you need any help coloring? I have a lot of colored pencils in my pencil case."

Student 2 - "That would be great, thank you, I need to get more colored pencils I only have regular pencils."

Student 1 - "Highlighters work sometimes but they are mainly for books."

Student 2 - "Yeah, I I have plenty of highlighters in my backpack."

Office Conversation

Coworker 1 - "Hey there how is your new laptop?"

Coworker 2 - "It works well! The screen is smaller than my old monitor, it will take some getting use to."

Coworker 1 - "Oh yeah, understandable. Hey could you help me file some papers really quick?"

Coworker 2 - "Sure no problem, do you need a hole puncher?"

Coworker 1 - "No I have one already, thank you though."

Coworker 2 - "Ok I always have one with me in my briefcase if you ever need one."

Coworker 1 - "Sweet, good to know, all I need now are paper clips."

Coworker 2 - "I have those as well! Let's get to it."



EXERCISE



Write two short conversations similar to the ones on the previous page. Be sure to use different vocabulary in each.



School

Office

EXERCISE

Match the words with the correct objects:

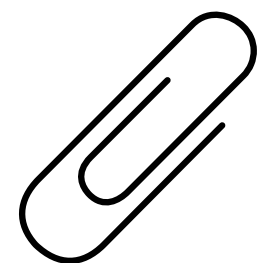
A) Colored Pencils



B) Printer



C) Briefcase



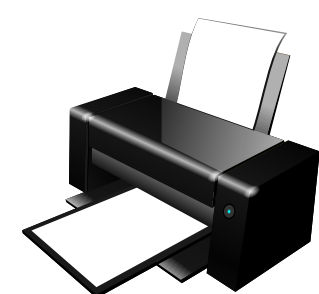
D) Filing Cabinet



E) Scotch Tape



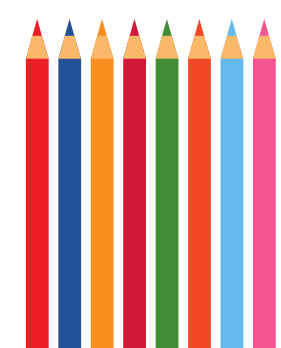
F) Backpack



G) Paper Clip



H) Book



FRIEND EXERCISE

For this friend exercise you and your friend must each take turns describing certain school or office materials, you may also draw them on the next page.

After they have described it, try to guess what it was. When you guess correctly you switch.

You can repeat this as many times as you would like but be sure to always use a different word.

Get creative and feel free to act it out as well as describing with words and pictures!

Good luck!

Bonne chance!



FRIEND EXERCISE

You may use this space for drawing.