

# Stationery

## Intermediate

### 1 Stationery cupboard

Look at the student's timetable:

9.00 – 10.30	Maths class
11.00 – 12.30	English class
1.30 – 3.30	Art class
3.30 – 4.00	Correcting homework

Now look at the lists of stationery and books. At which time of day will (s)he need each list?

1	2	3	4
pen	pen	paper	grammar book
correction fluid (tippex)	calculator	sketchbook	exercise book
pencil	pencil	crayons	dictionary
rubber (eraser)	ruler		pen
	compass		
	pencil case		

### 2 Fill the gaps

Read the dialogue. Complete what the shop assistant says with words from the list below:

- a hole punch
- blu-tack
- bulldog clip
- drawing pins
- a stapler
- sellotape (scotch tape)
- paper clips

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- Customer:** Hello. I'd like to buy some of that stuff – you know, it's blue and soft, and you use it to put posters up on the wall.
- Shop assistant:** You mean (1) \_\_\_\_\_, sir.
- Customer:** Yes, that's it. And could I also have one of those metal machines which join two pieces of paper together. You know, you press on it and a little piece of metal comes out and joins the paper together.
- Shop assistant:** Yes, sir. That's a (2) \_\_\_\_\_.
- Customer:** Good, good. And a packet of those bendy metal things that are useful for holding pieces of paper together.
- Shop assistant:** (3) \_\_\_\_\_?
- Customer:** That's them. And a big, heavy thing on a metal spring for holding pieces of paper on a clipboard.
- Shop assistant:** You mean a (4) \_\_\_\_\_?
- Customer:** And I need one of those things for making holes in paper so I can put it in a ring file.
- Shop assistant:** Yes. (5) \_\_\_\_\_.
- Customer:** Right. And some of that sticky, transparent stuff for wrapping parcels, and, in case the blue stuff doesn't work, some of those small, sharp metal things for putting posters on walls or advertisements on noticeboards.
- Shop assistant:** You mean (6) \_\_\_\_\_ and (7) \_\_\_\_\_?
- Customer:** That's it. Good. Well, can you get me all those things, please?
- Shop assistant:** Well, I'm terribly sorry, sir, but I'm afraid I can't. This is a cake shop.

### 3 Spot the difference

What's the difference between the following words?

- 1 a rubber and an eraser
- 2 drawing pins and safety pins
- 3 a file and a folder
- 4 a sheet of paper and a piece of paper

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### 4 Fill the gaps

Complete the phrases with the verbs in A and the words in B.

**A**    staple                      pin                      punch                      cut  
         rub                          glue                      fold

**B**    on                                  up                                  together                      in half  
         out                              in                                  on to

- 1    Could you just \_\_\_\_\_ these two sheets of paper \_\_\_\_\_, so that I don't lose them?
- 2    Can you \_\_\_\_\_ today's timetable \_\_\_\_\_ the noticeboard so the students know what's happening?
- 3    Would you \_\_\_\_\_ holes \_\_\_\_\_ the handouts before giving them out so we can put them in our files?
- 4    Don't \_\_\_\_\_ the rough work you did in pencil. It's useful to see how you reached your answer.
- 5    Why don't you \_\_\_\_\_ the broken arm back \_\_\_\_\_ the wooden figure? Nobody will notice.
- 6    \_\_\_\_\_ the piece of cardboard \_\_\_\_\_.  
Now, if you draw a picture on the front, and write a greeting inside, you have a very cheap birthday card!
- 7    Use the scissors to \_\_\_\_\_ the old Christmas cards \_\_\_\_\_ before starting your collage. The smaller the pieces the better.

### 5 Guess the object

In groups, empty your pencil cases, and put everything on the table in front of you. Tell each other what stationery you have and use.

Describe items of stationery using some of the phrases below. Can people in your group guess what you are describing?

It's something you use for....

You use it to...

It's a thing/stuff you use for...

It's for cutting/gluing/joining/stapling, etc.

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### Teacher's notes - Stationery

- 1 It is a good idea to make sure you have realia to teach these words. Make sure there are examples of all the stationery mentioned in the classroom. Ask students to look at the student's timetable, then match each list of items to a time.**

**Answers**

- |                |                     |                  |               |
|----------------|---------------------|------------------|---------------|
| 1. 3.30 – 4.00 | Correcting homework | 2. 9.00 – 10.30  | Maths class   |
| 3. 1.30 – 3.30 | Art class           | 4. 11.00 – 12.30 | English class |

- 2 Ask students to read the dialogue, and complete what the shop assistant says with words from the list.**

**Answers**

1. blu tack      2. a stapler      3. paper clips      4. bulldog clip      5. a hole punch  
6. sellotape      7. drawing pins

- 3 Ask students in pairs to discuss the difference between the words.**

**Answers**

- 1 A rubber and an eraser mean the same, but rubber is British English and eraser is American English.
- 2 Drawing pins are used to pin things on notice boards. Safety pins are used to hold nappies on babies.
- 3 A file opens like a book and has two or four metal rings that open to hold sheets of paper in them. A folder is made of cardboard and opens at the top. You put sheets of paper inside.
- 4 A sheet of paper has a standard shape, like A4 or A5. A piece of paper can be any size, including a torn strip.

- 4 Ask students in pairs to complete the phrases with the verbs in A and the words in B.**

**Answers:**

- 1 Could you just staple these two sheets of paper together, so that I don't lose them?
- 2 Can you pin today's timetable on the noticeboard so the students know what's happening?
- 3 Would you punch holes in the handouts before giving them out so we can put them in our files?
- 4 Don't rub out the rough work you did in pencil. It's useful to see how you reached your answer.
- 5 Why don't you glue the broken arm back on to the wooden figure? Nobody will notice.
- 6 Fold the piece of cardboard in half. Now, if you draw a picture on the front, and write a greeting inside, you have a very cheap birthday card!
- 7 Use the scissors to cut the old Christmas cards up before starting your collage. The smaller the pieces the better.

- 5 Ask students to describe their stationery to each other in groups. Then ask them to describe things using the phrases from the lesson.**