

LESSON 3

TALK ABOUT THINGS IN AN OFFICE



TINA ADAMS

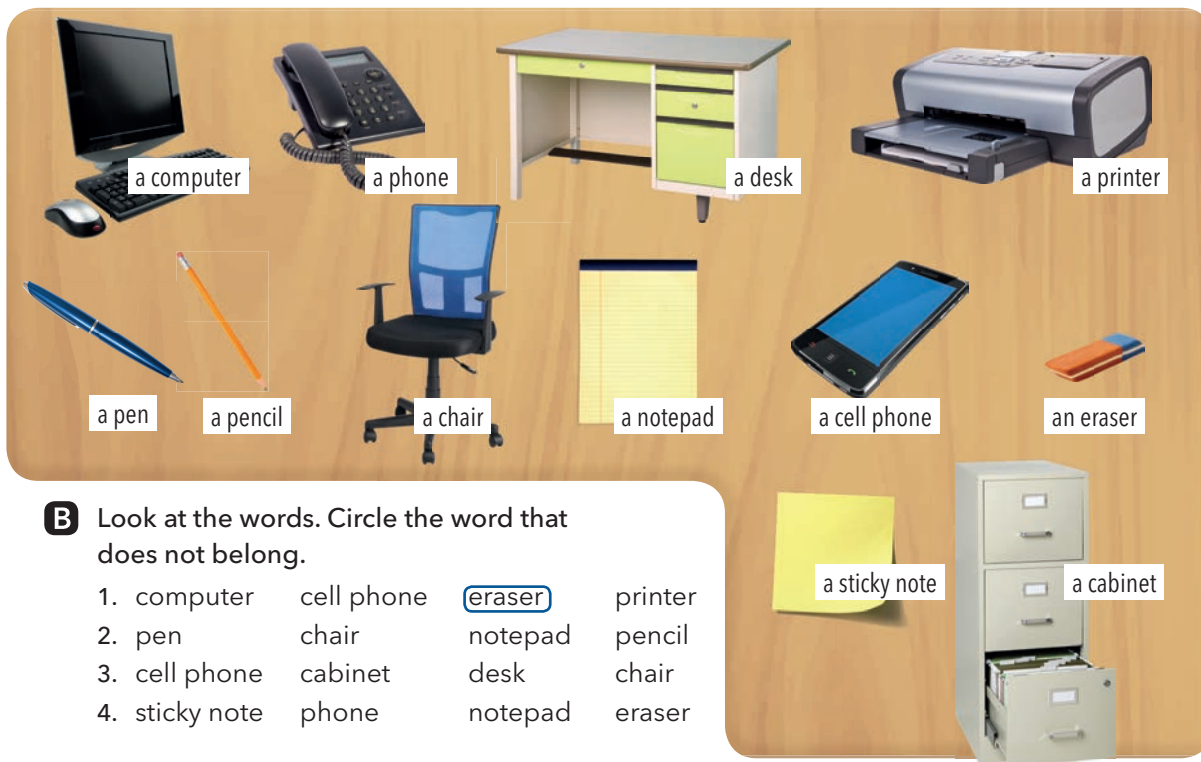
@TinaA

I need a lot of office supplies.



1 VOCABULARY Things in an office

A ▶01:16 Listen. Then listen and repeat.



B Look at the words. Circle the word that does not belong.

- | | | | |
|----------------|------------|---------------|---------|
| 1. computer | cell phone | <u>eraser</u> | printer |
| 2. pen | chair | notepad | pencil |
| 3. cell phone | cabinet | desk | chair |
| 4. sticky note | phone | notepad | eraser |

C PAIRS Look around your classroom. Write a list of all the things in 1A that you see. Then compare your lists.



2 GRAMMAR Regular plural nouns; Need and have

Regular plural nouns

Singular	Plural	Notes
a phone an eraser	phones erasers	• Add -s to most regular nouns.
a box a class	boxes classes	• Add -es to regular nouns that end in s, x, z, ch, or sh .
a dictionary a company	dictionaries companies	• Change the y to i and add -es to nouns that end in a consonant + -y .
a shelf a life	shelves lives	• Change f and fe to v and add -es to nouns that end in -fe or -f .

Need, have

Subject	Need, have	Noun
I		
You	need	
We	have	a pen.
They		notepads.
He	needs	
She	has	

Notes

- Add **-s** to the base form of the verb for *he*, *she*, and *it*.
- *Have* is irregular. For *he*, *she*, and *it*, use *has*.








>> FOR PRACTICE, GO TO PAGE 106





3 LISTENING






LISTENING SKILL Listen for main ideas

The first time you listen, don't try to understand every detail. Focus on the main idea.

- A** ▶ 01-18 Read the Listening Skill. Then listen.
What is the main idea?

EVERYTHING  OFFICE		
Technology	Furniture	Office Supplies
		
		
		
		

EVERYTHING  OFFICE		
Technology	Furniture	Office Supplies
		
		
		

EVERYTHING  OFFICE		
Technology	Furniture	Office Supplies
		
		
		
		

- B** ▶ 01-18 Listen again. Check (✓) the items you hear.
- C** **GROUPS** Close your books. What does Everything Office have? Make a list.
They have computers, printers ...

4 TRY IT YOURSELF

- A** **TAKE A POLL** Talk to three classmates. What do they have?
What do they need?

	Need	Have
a pencil		✓ ✓ ✓
a cell phone		
a pen		
a notepad		
an eraser		
a computer		
a dictionary		

- B** **CLASS** Report to the class.
Three people have pencils ...

■ I CAN TALK ABOUT THINGS IN AN OFFICE.

