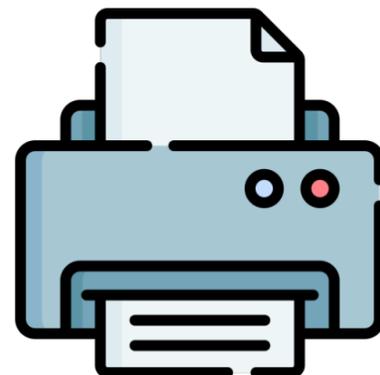
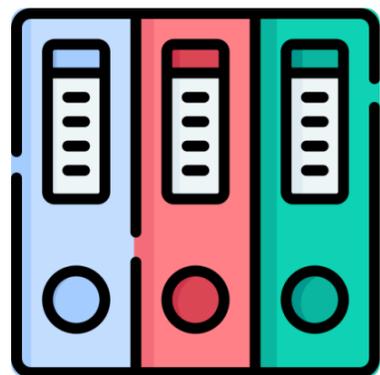
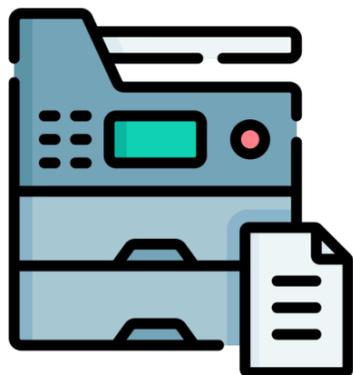
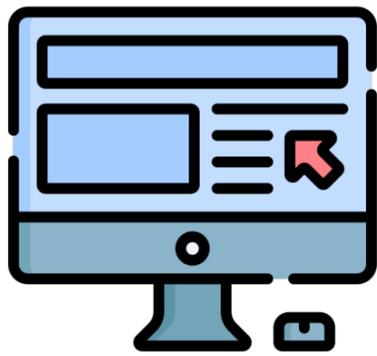
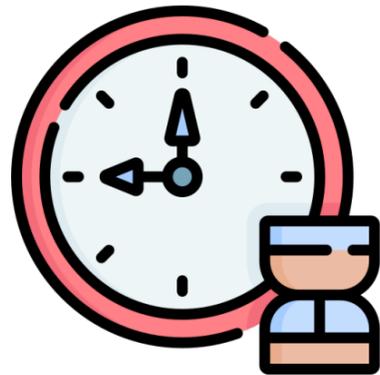
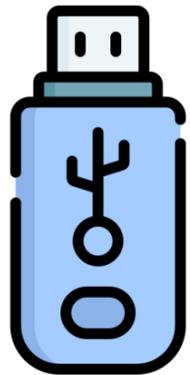
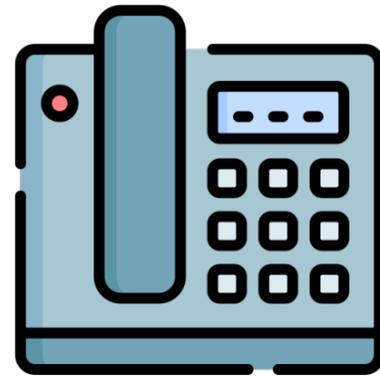
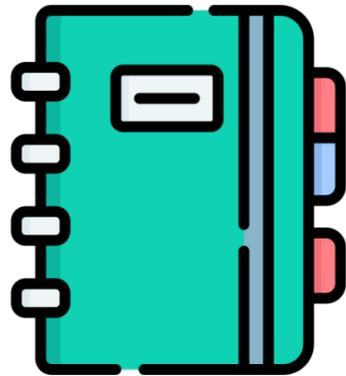
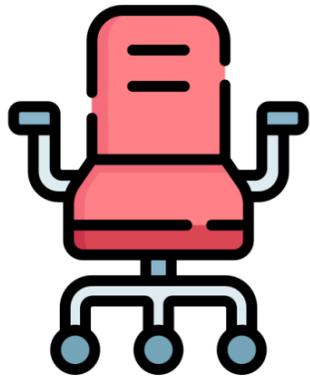


OFFICE

PART
1

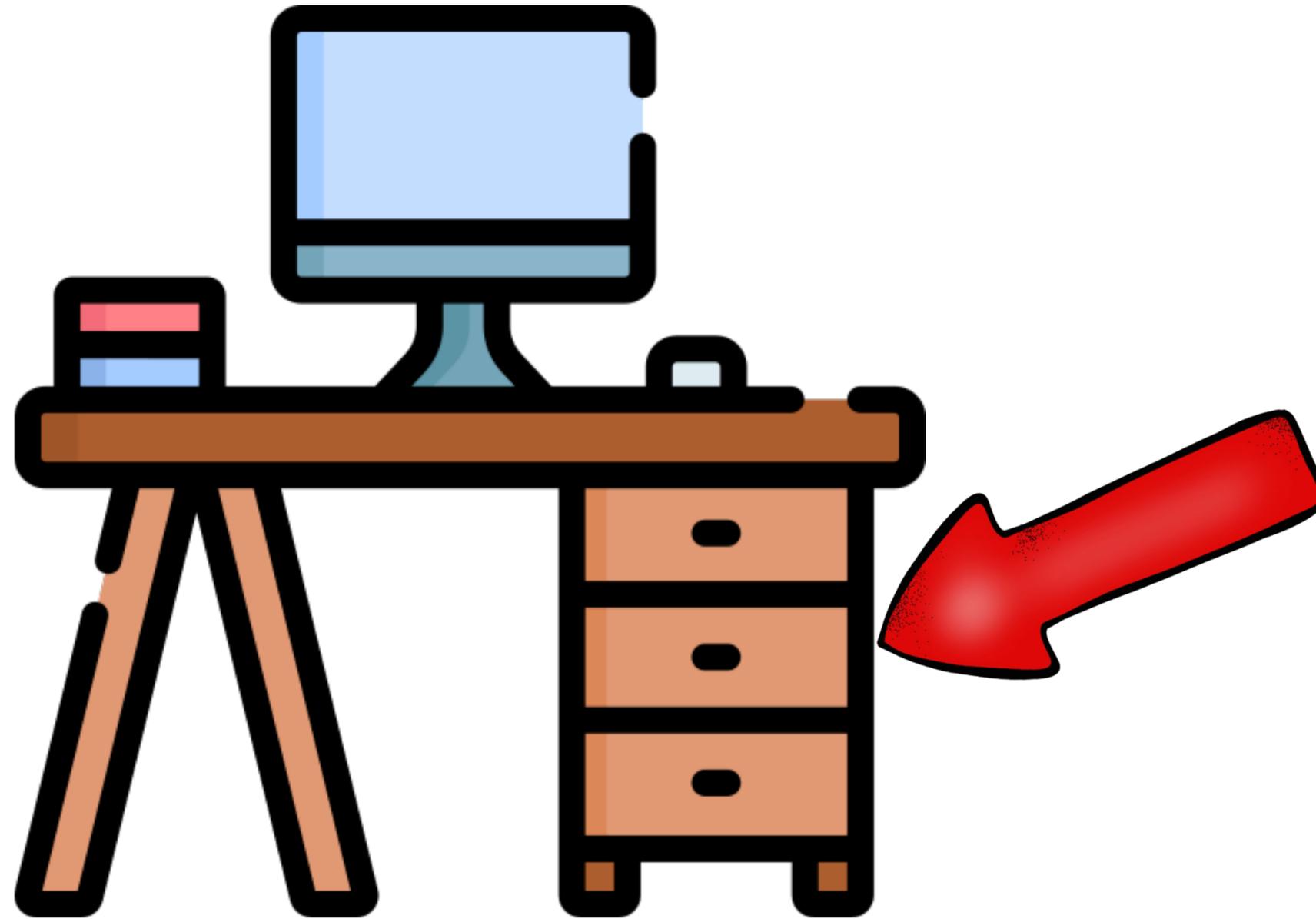




DESK

1





DESK DRAWERS

1





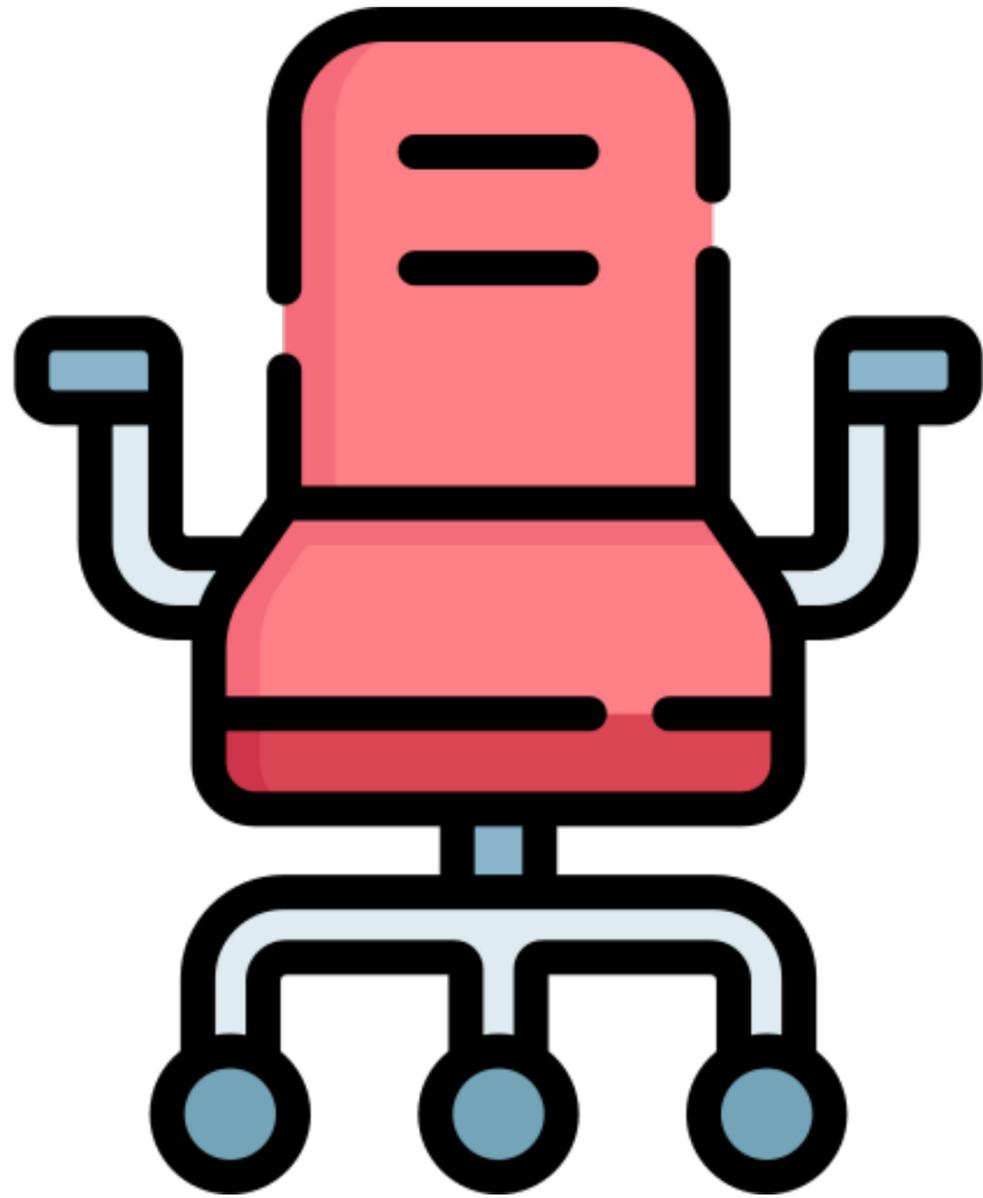
1



His **DESK** is always messy.



2

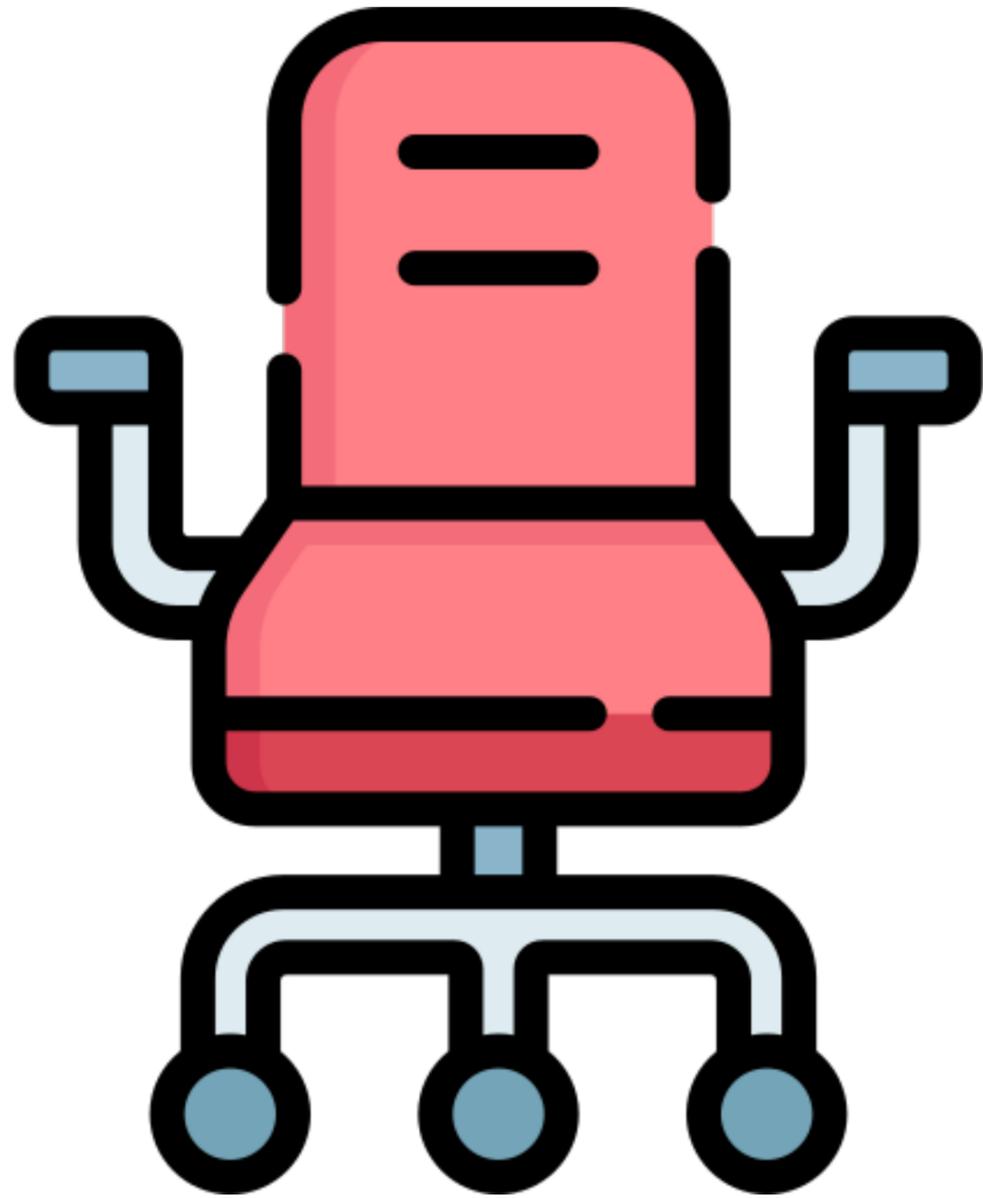


OFFICE CHAIR





2



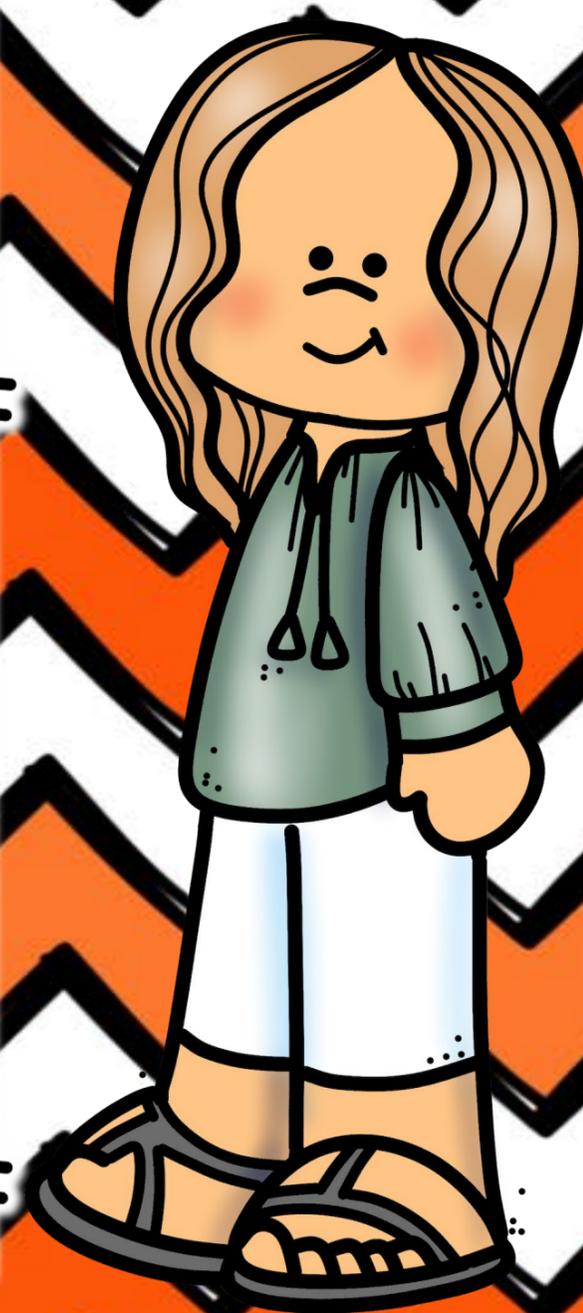
ADJUSTABLE OFFICE CHAIR





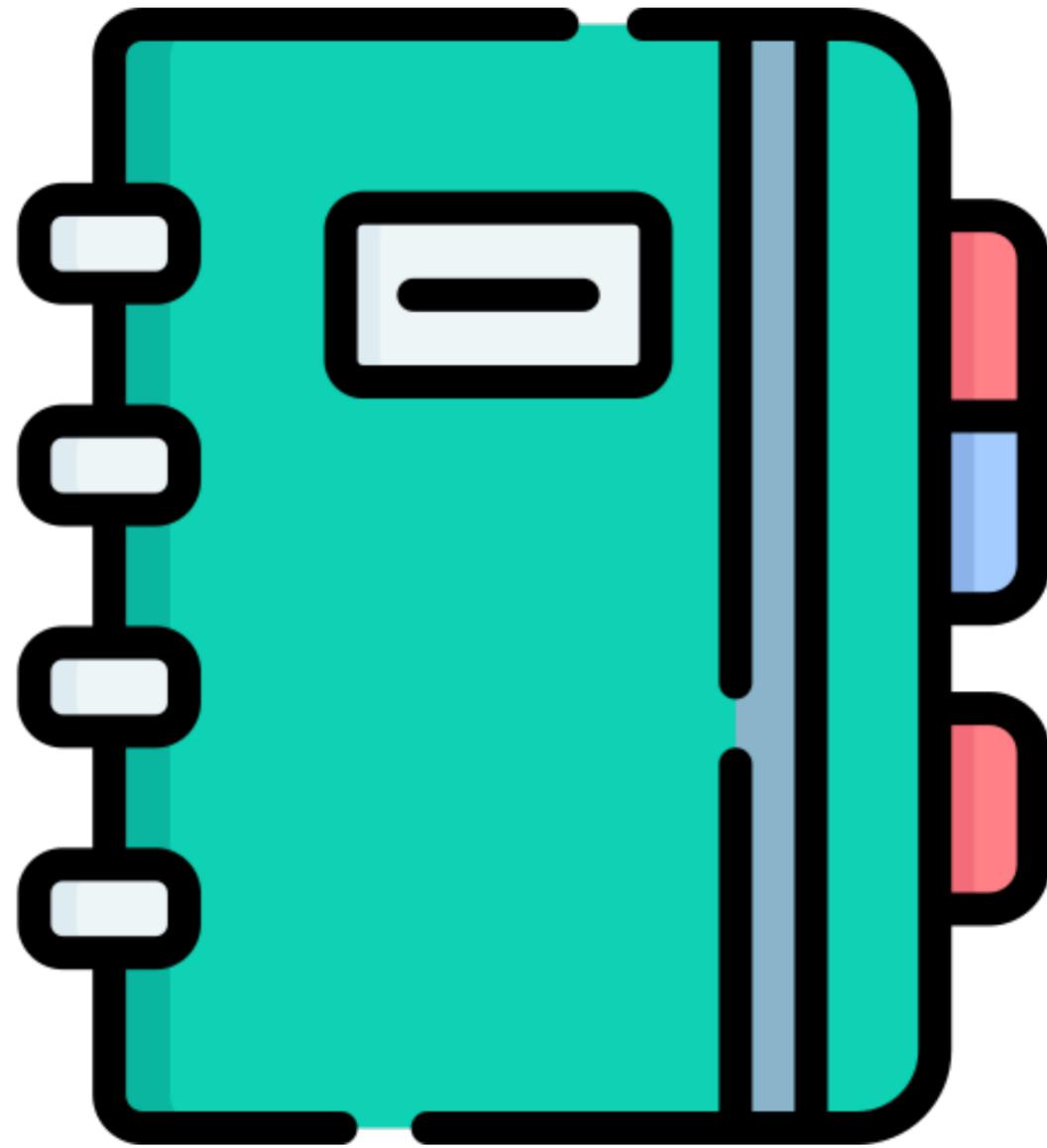
Her **OFFICE CHAIR** is very
uncomfortable.

2



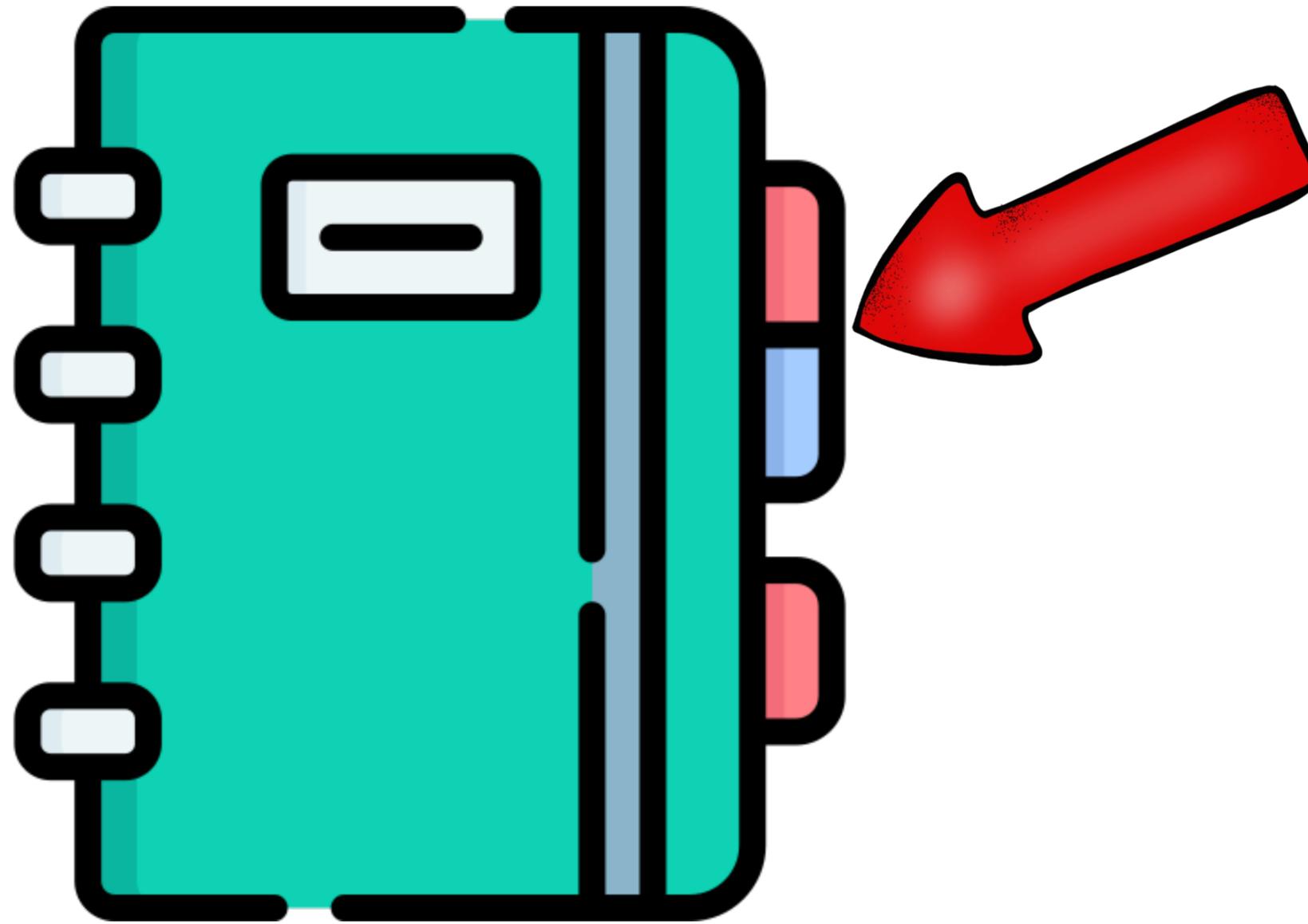


3



NOTEBOOK





NOTEBOOK TABS

3

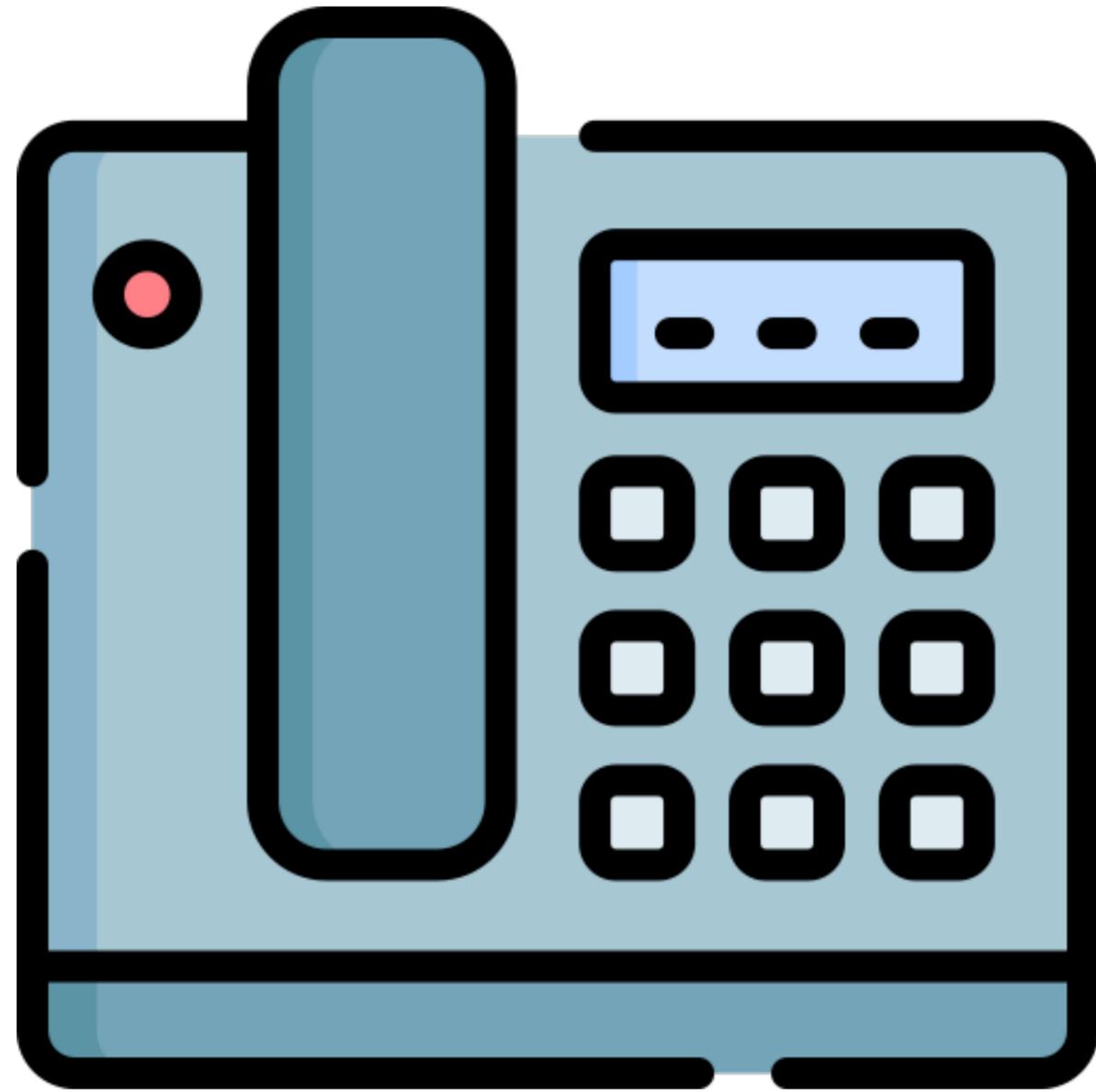




He always keeps a **NOTEBOOK** on his desk.

3

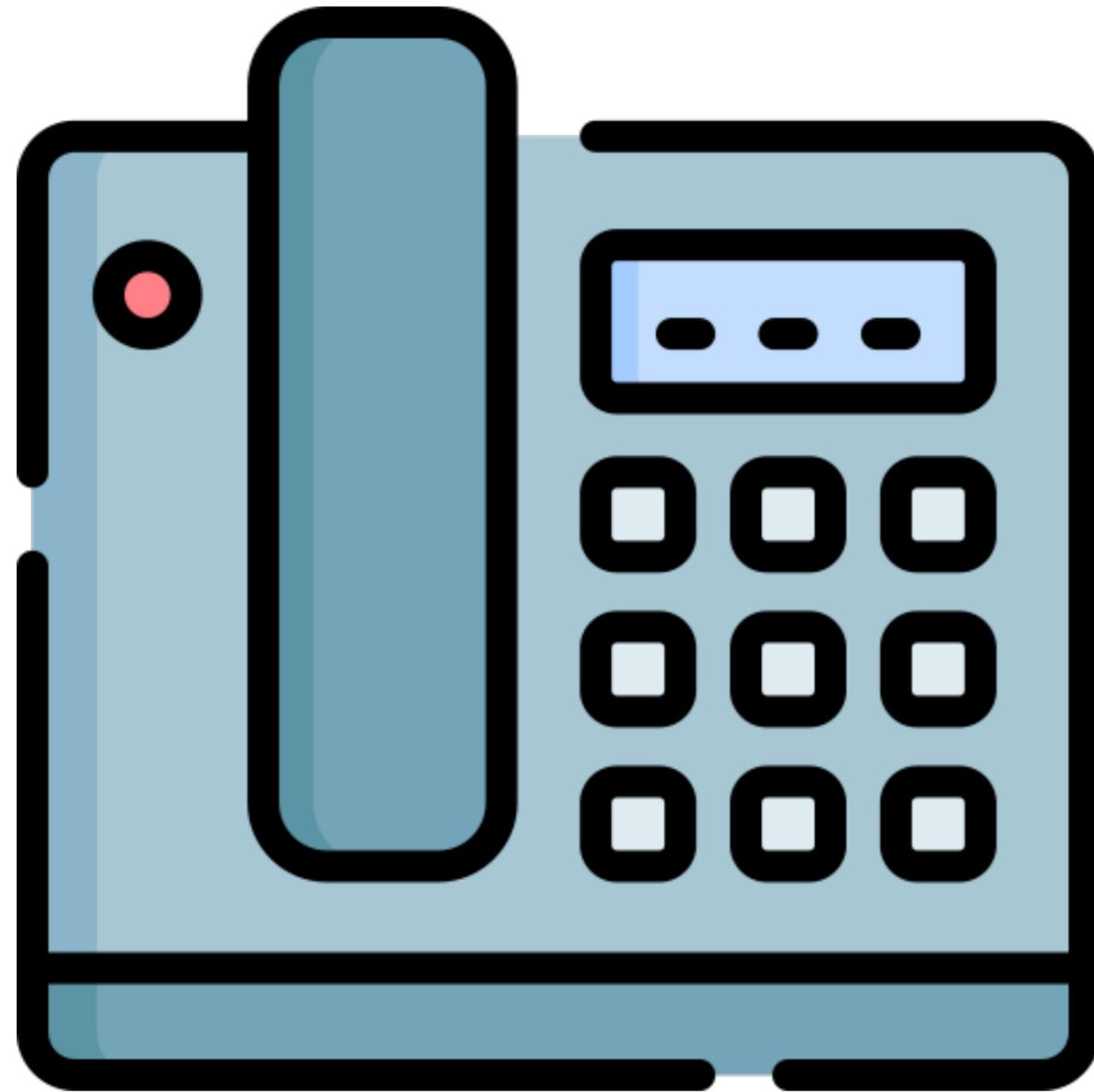




TELEPHONE

4

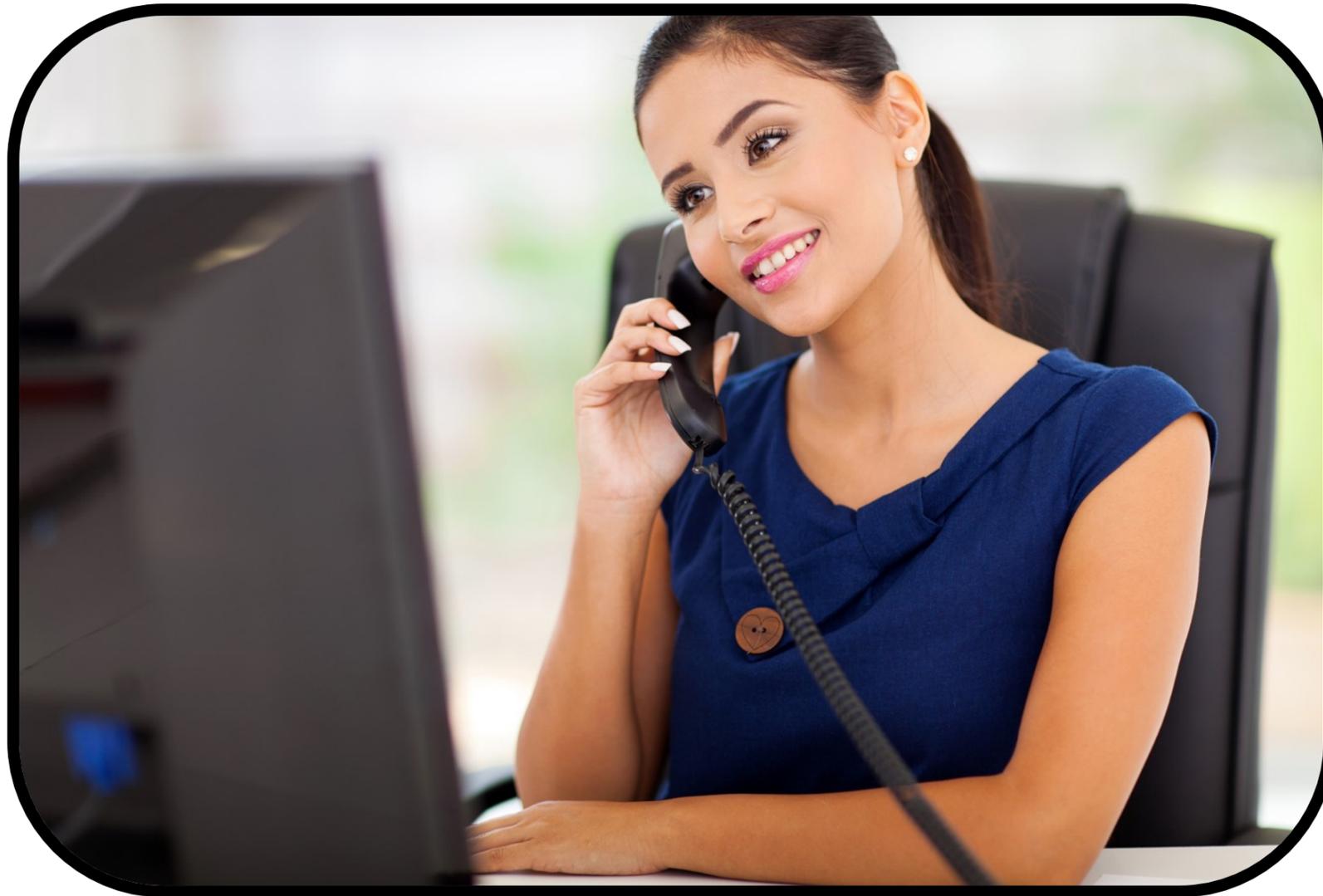




LANDLINE TELEPHONE

4





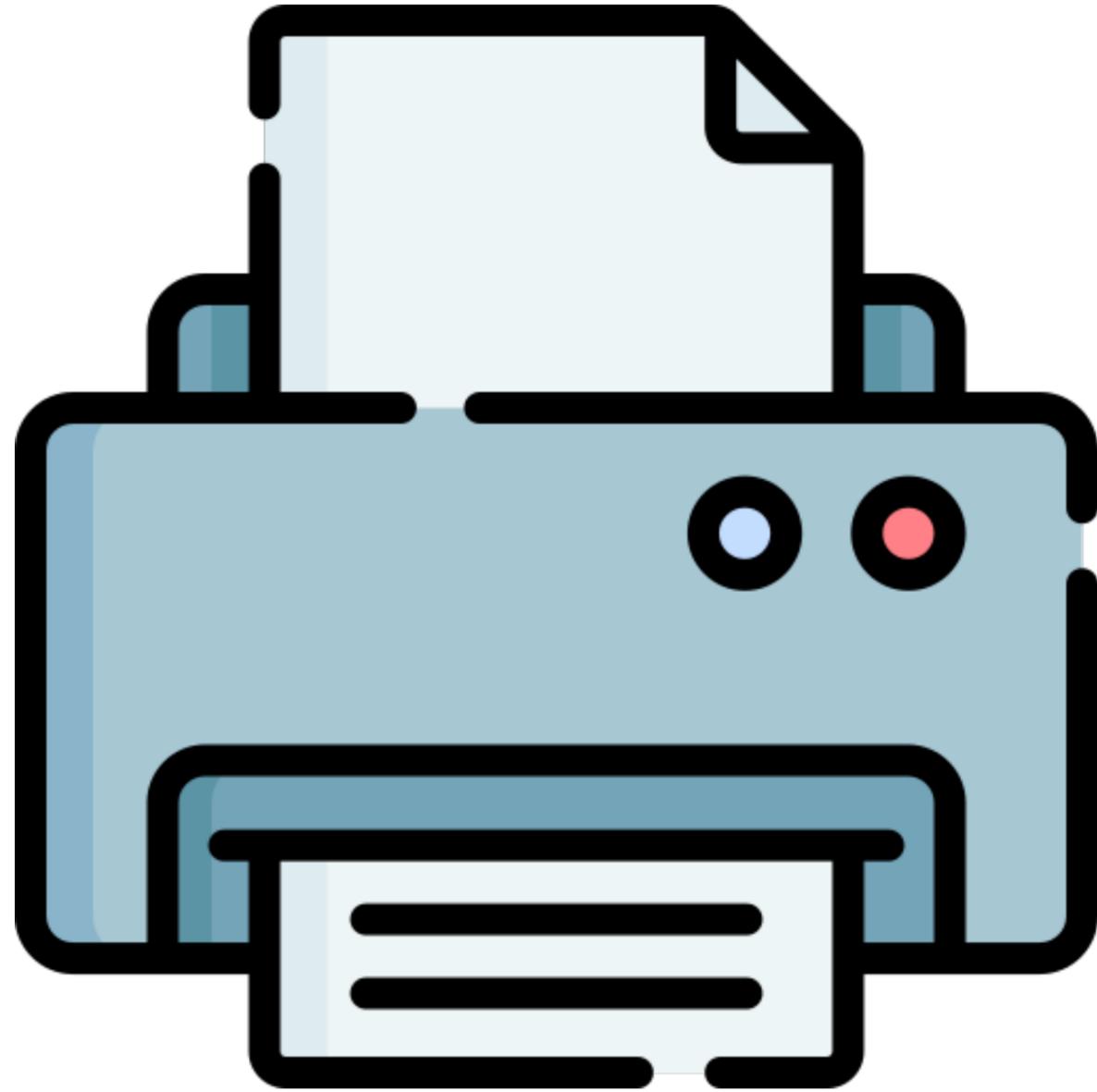
She's in charge of
answering the **PHONE**.

4





5

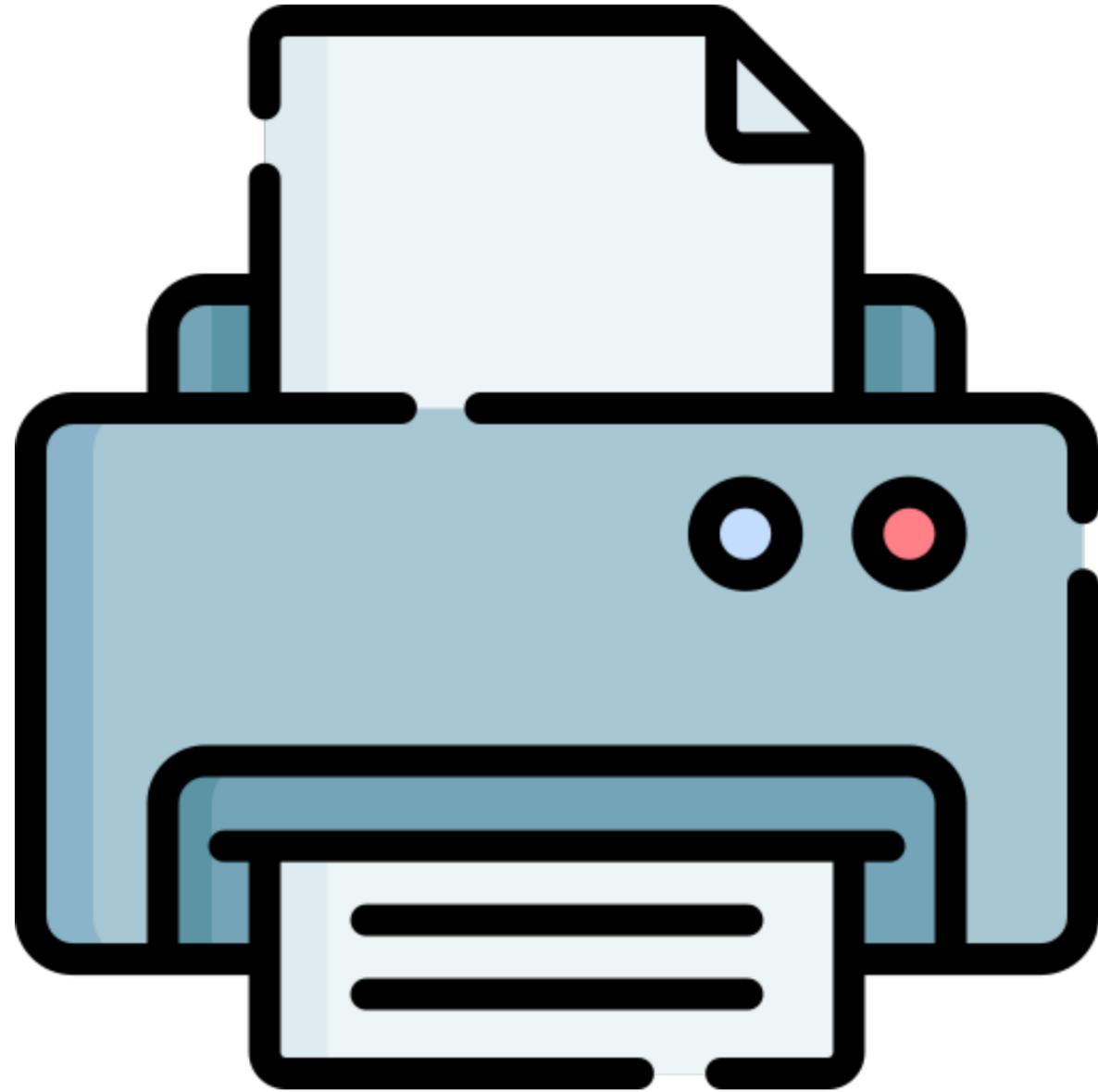


PRINTER





5



PRINTER INK





5



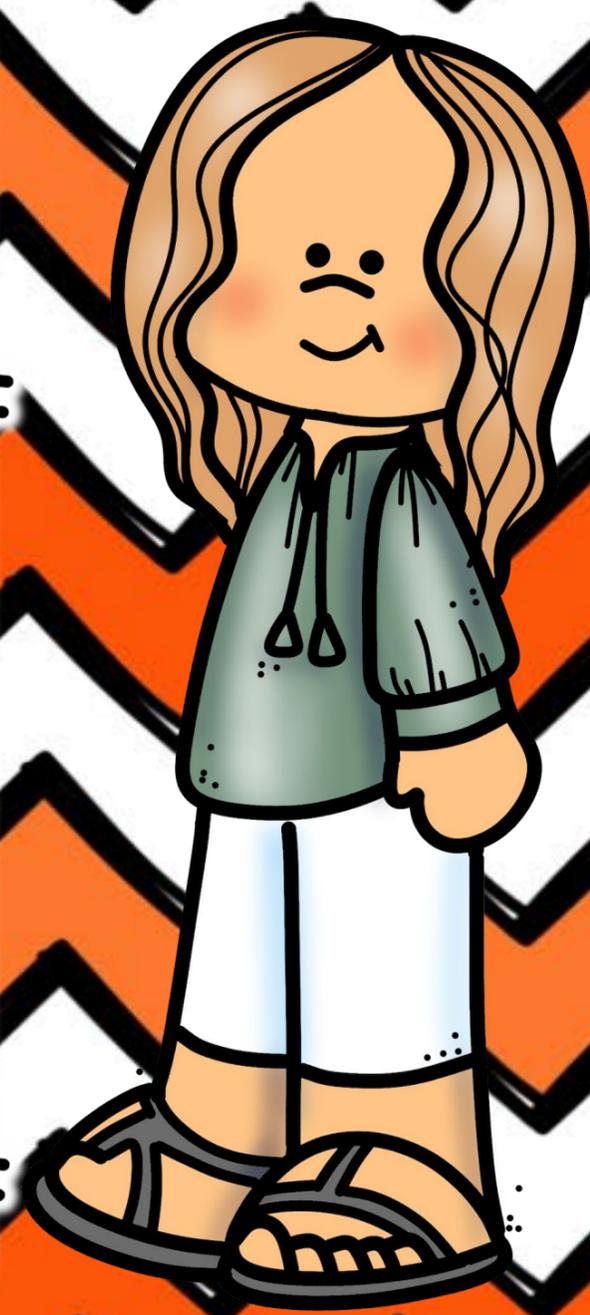
We need to buy more ink
for the **PRINTER**.



6



WORKPLACE





A positive **WORKPLACE** culture is a priority for the manager.

6





7

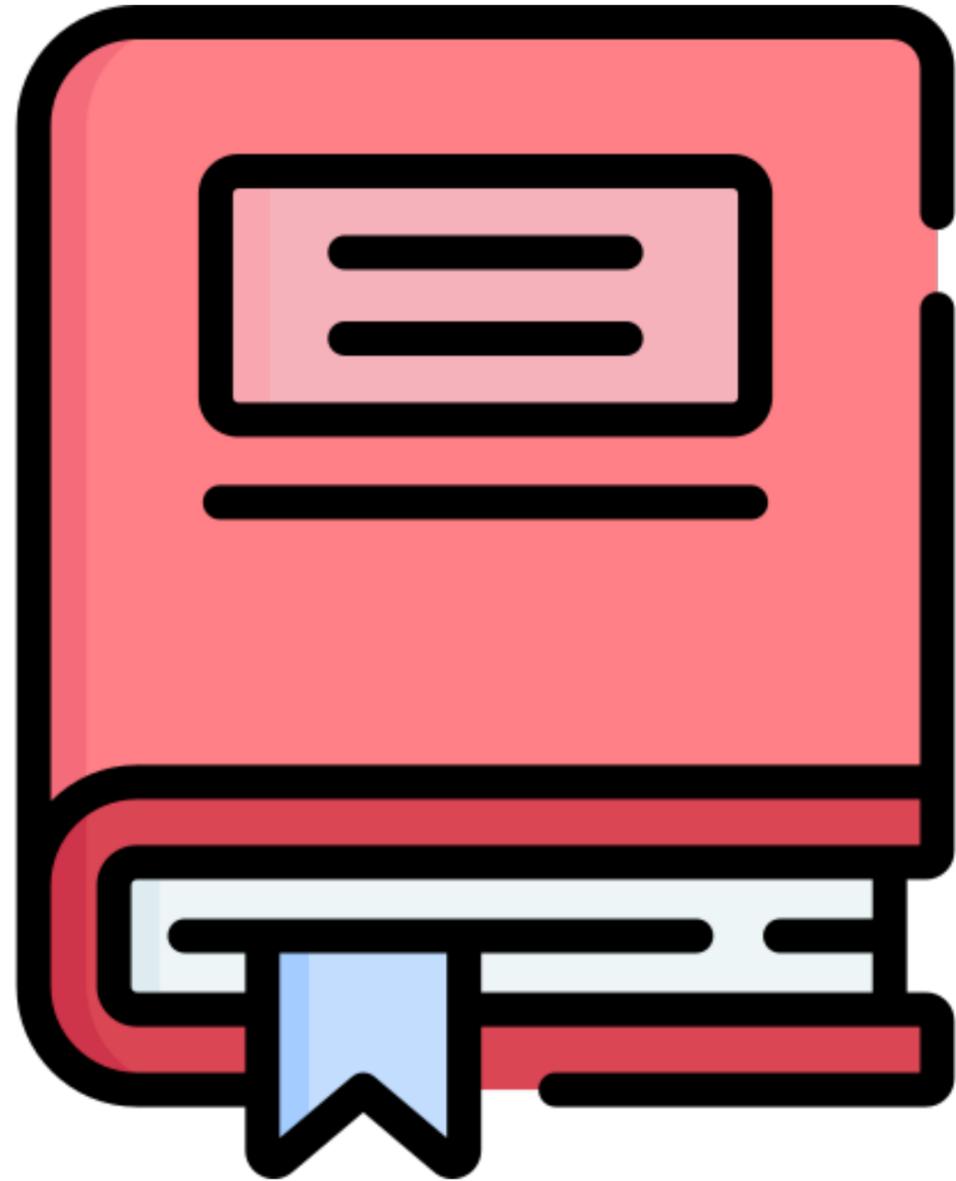


BOOK





7



BOOKMARK





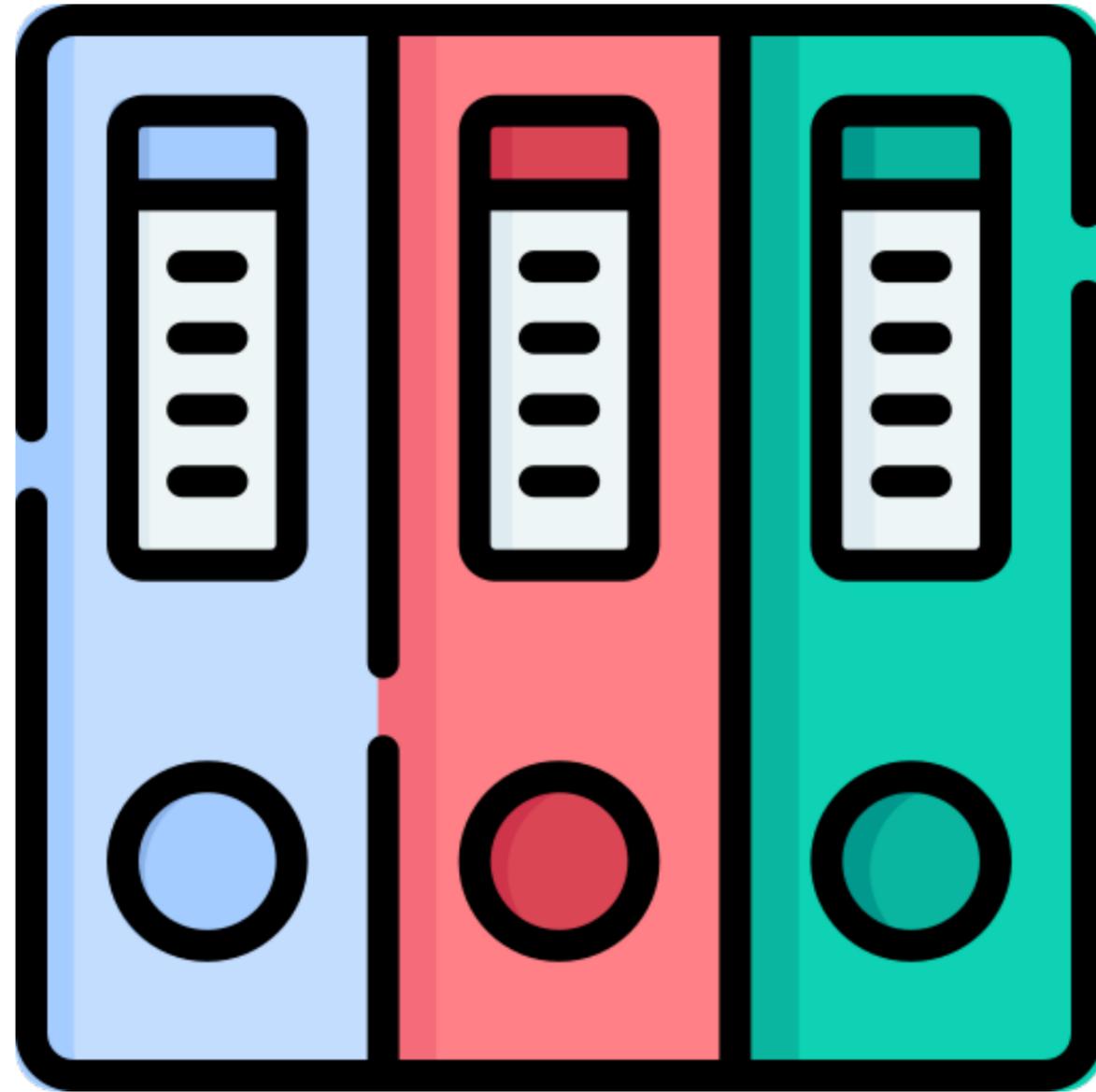
Our boss encouraged us to read a **BOOK** every month.

7





8



BINDER





8

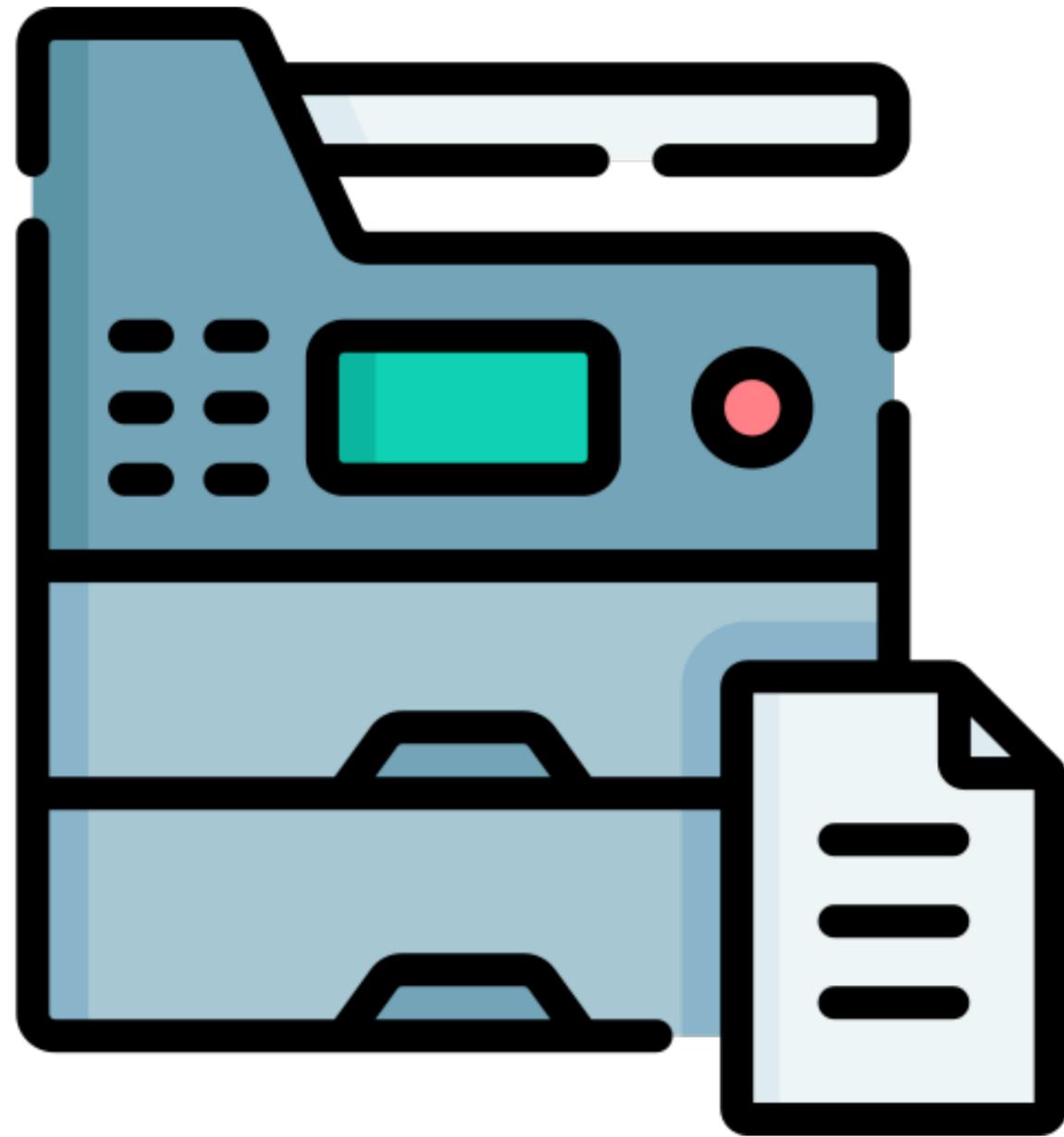


All the documents are
organized in **BINDERS**.





q



COPY MACHINE





q



He had a hard time using
the **COPY MACHINE**.





10



STICKY NOTES





She used **STICKY NOTES** to plan the project.

10





11

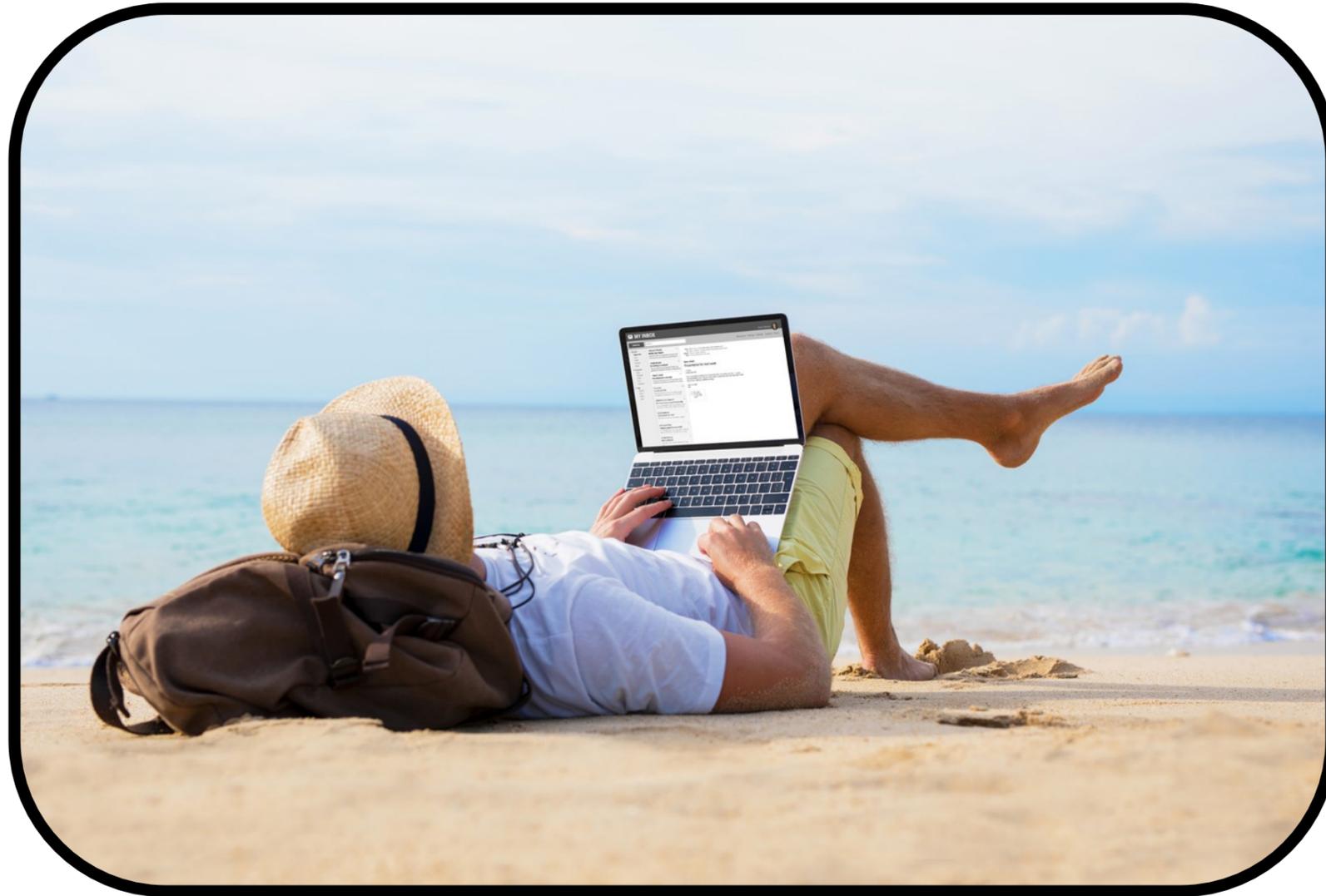


LAPTOP

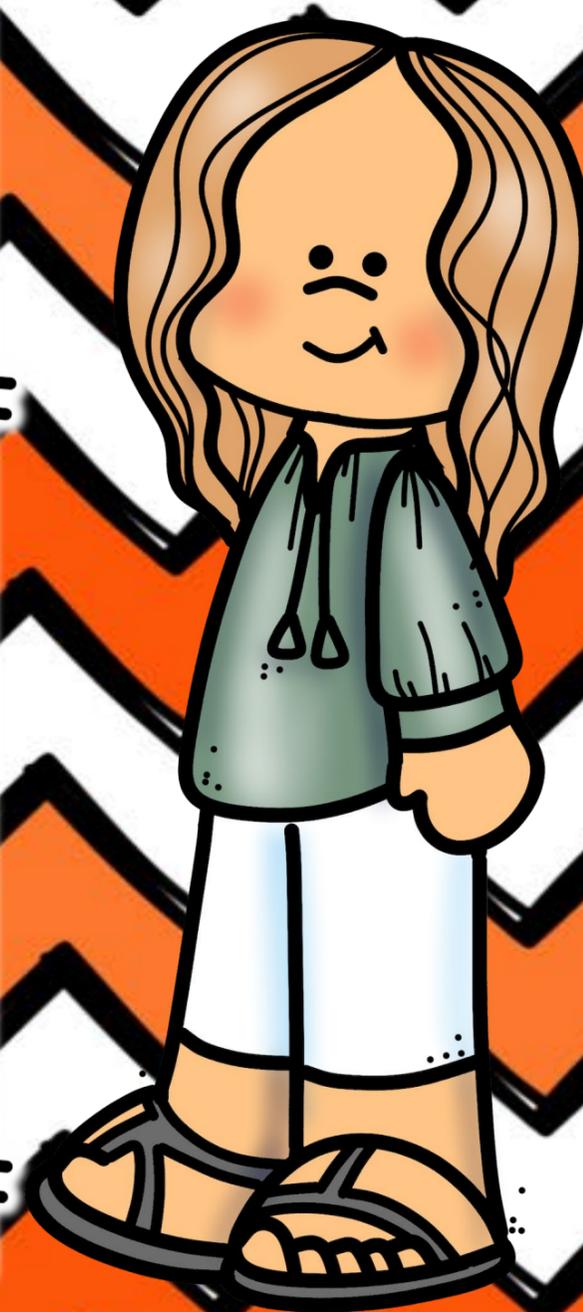




11

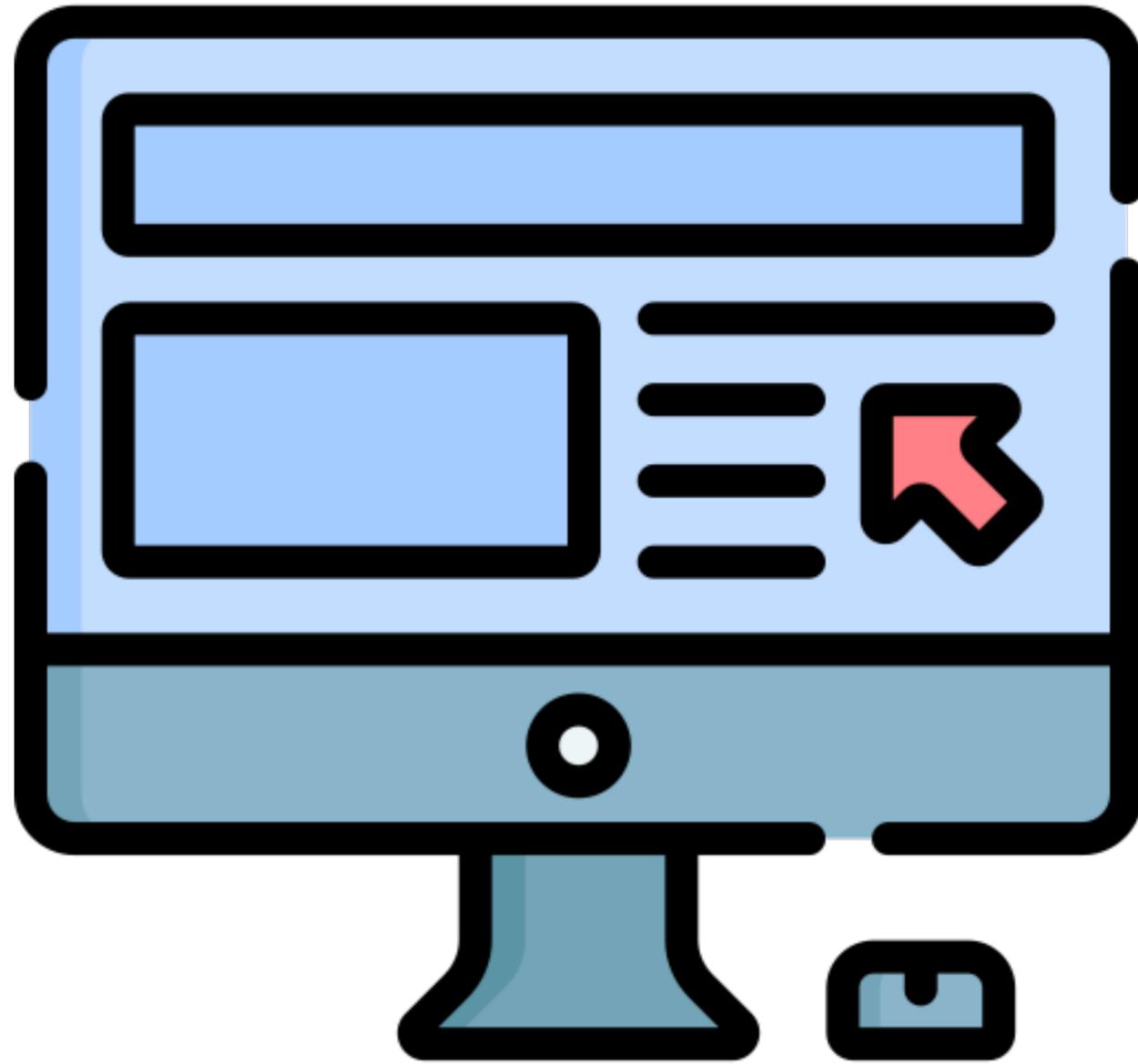


He can work from
anywhere with his **LAPTOP**.



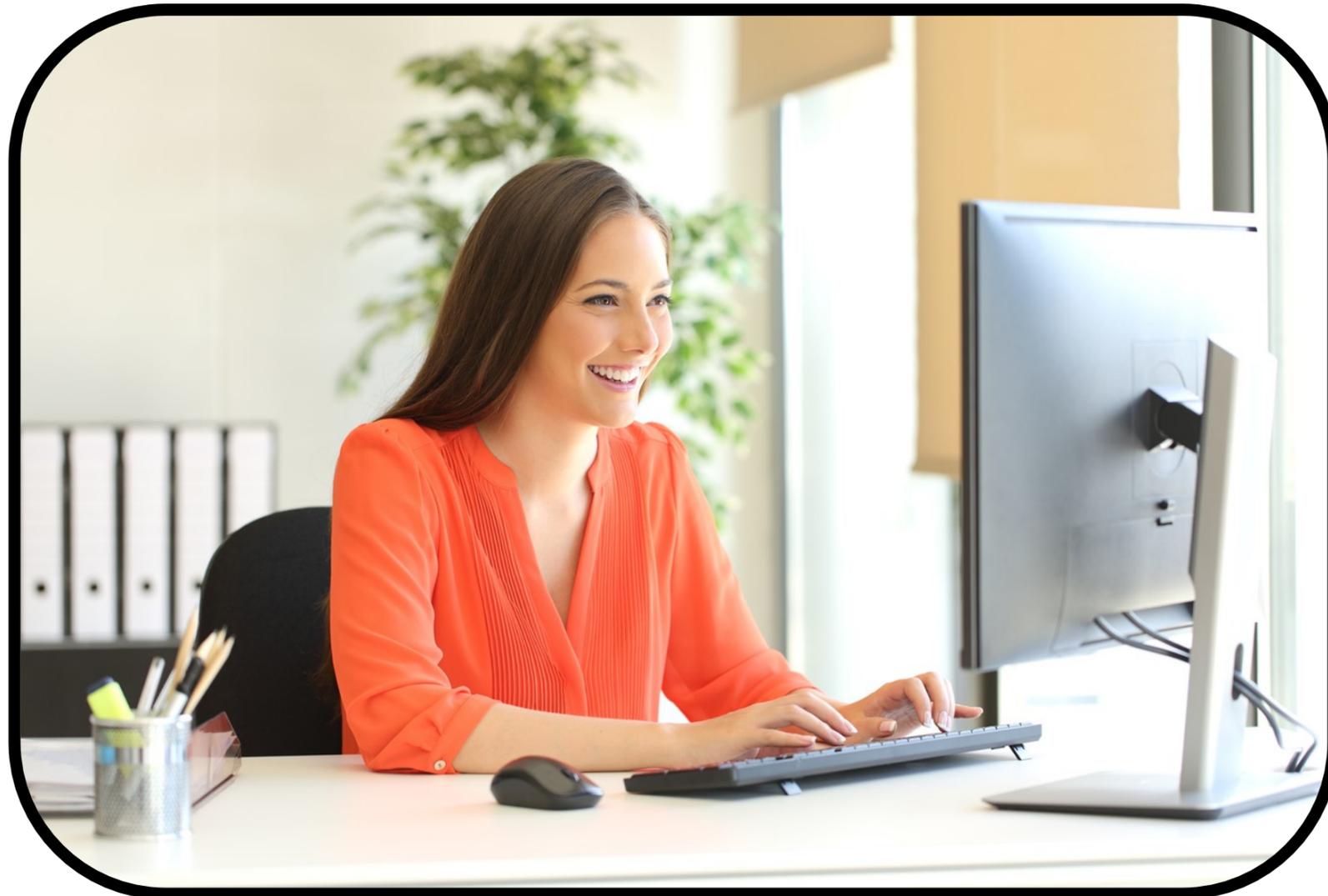


12



DESKTOP COMPUTER





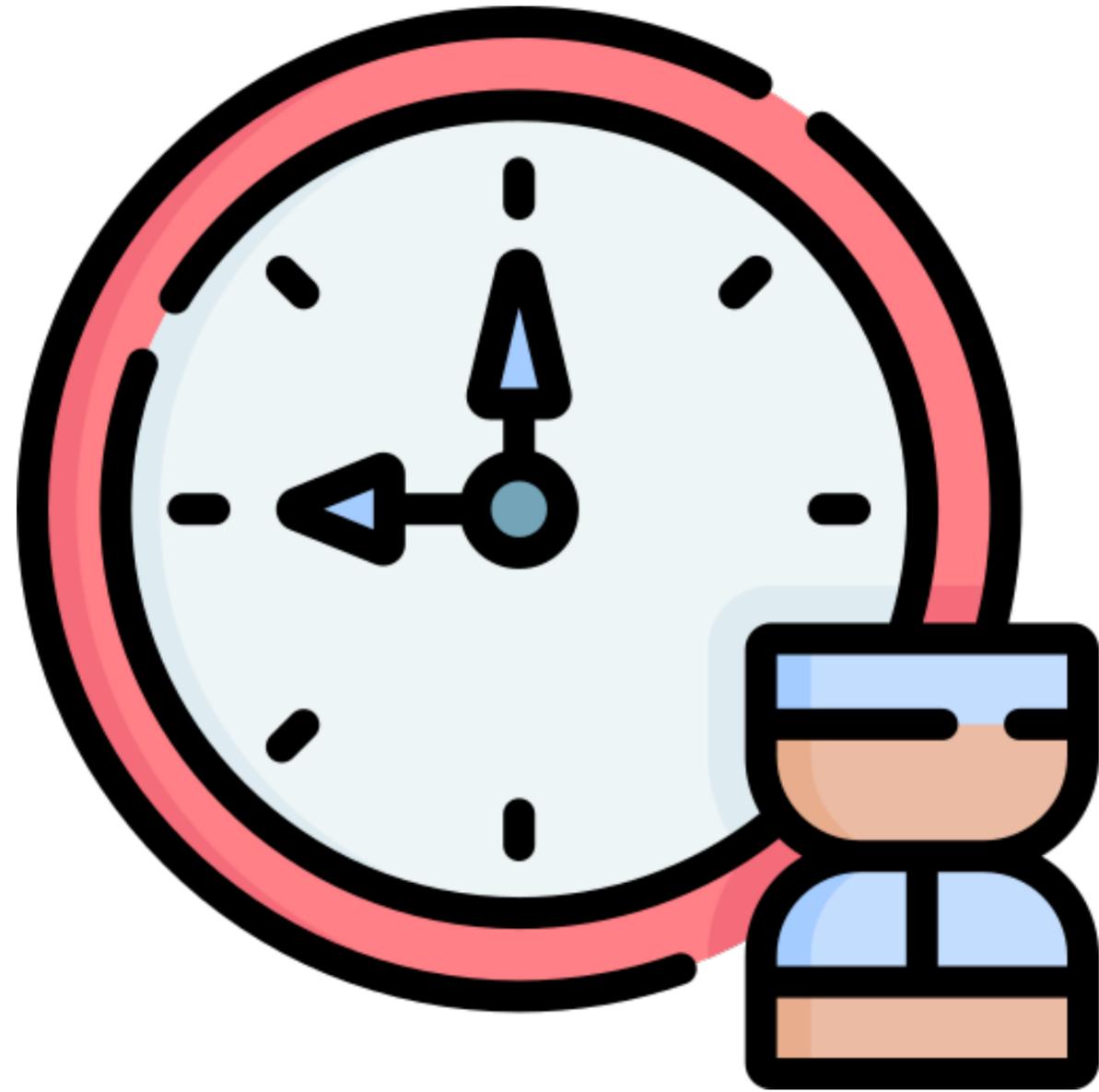
She got a promotion and a
new **DESKTOP COMPUTER.**

12





13



SCHEDULE





13

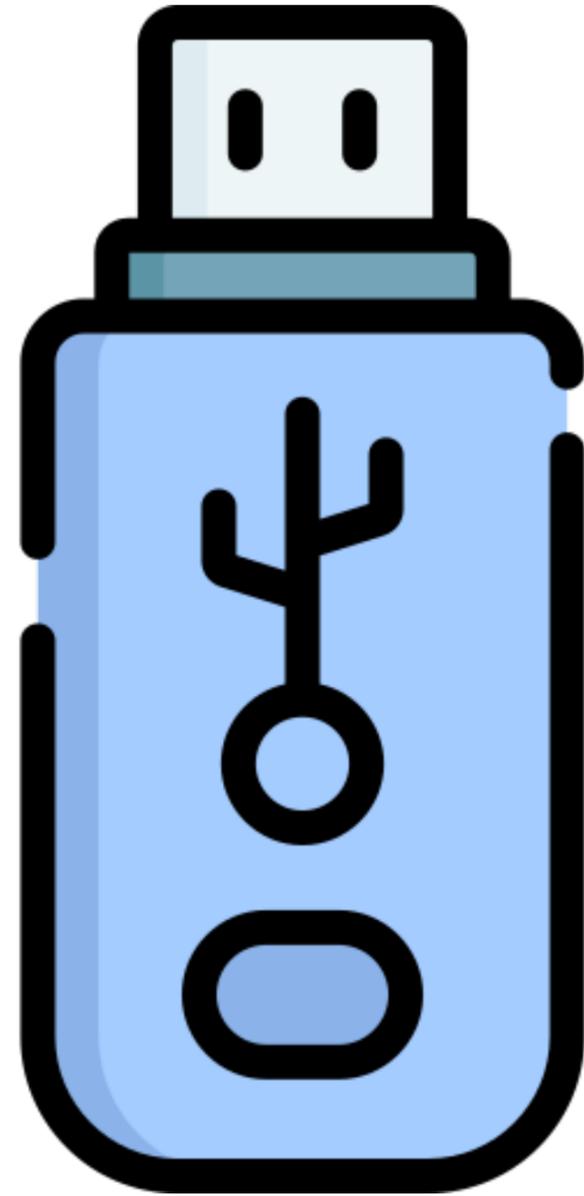


Her **SCHEDULE** allows her to spend time with her daughters.





14



USB FLASH DRIVE

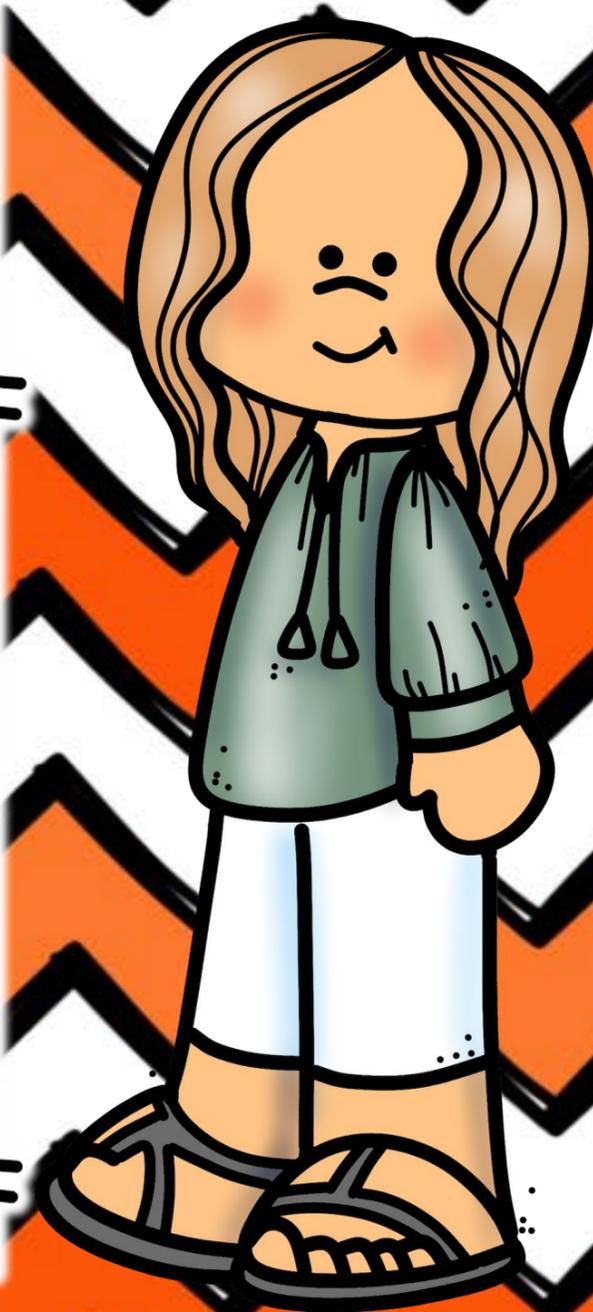




14



All the clients' files are saved
in this **USB FLASH DRIVE.**





EMAIL

15





15



SEND AN EMAIL





15



RECEIVE AN EMAIL

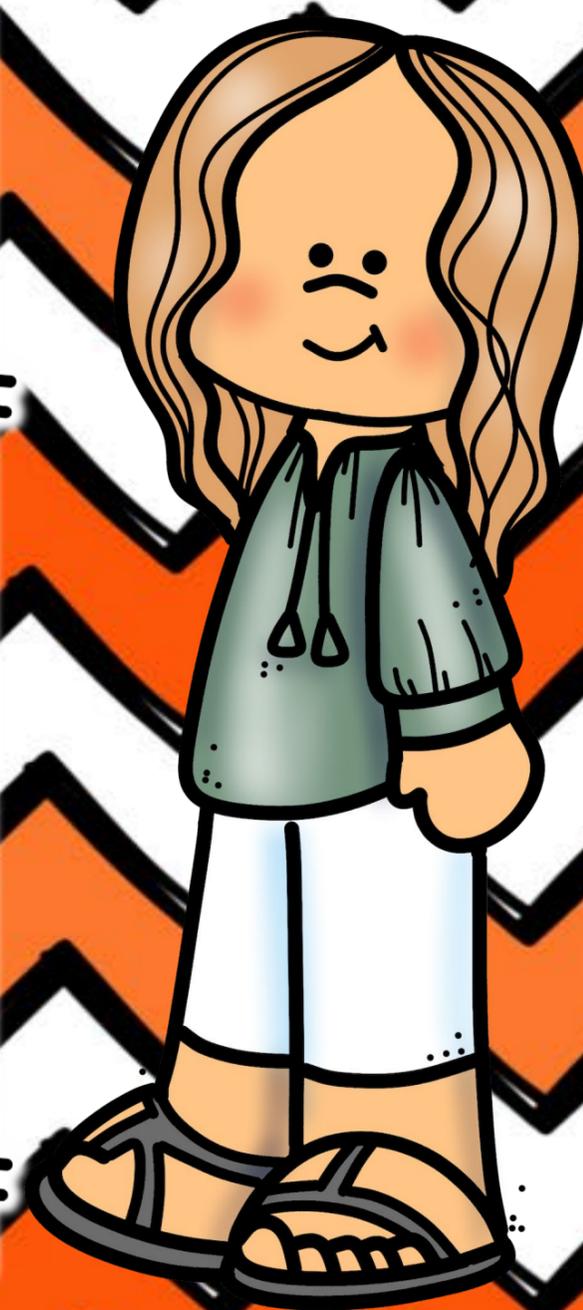


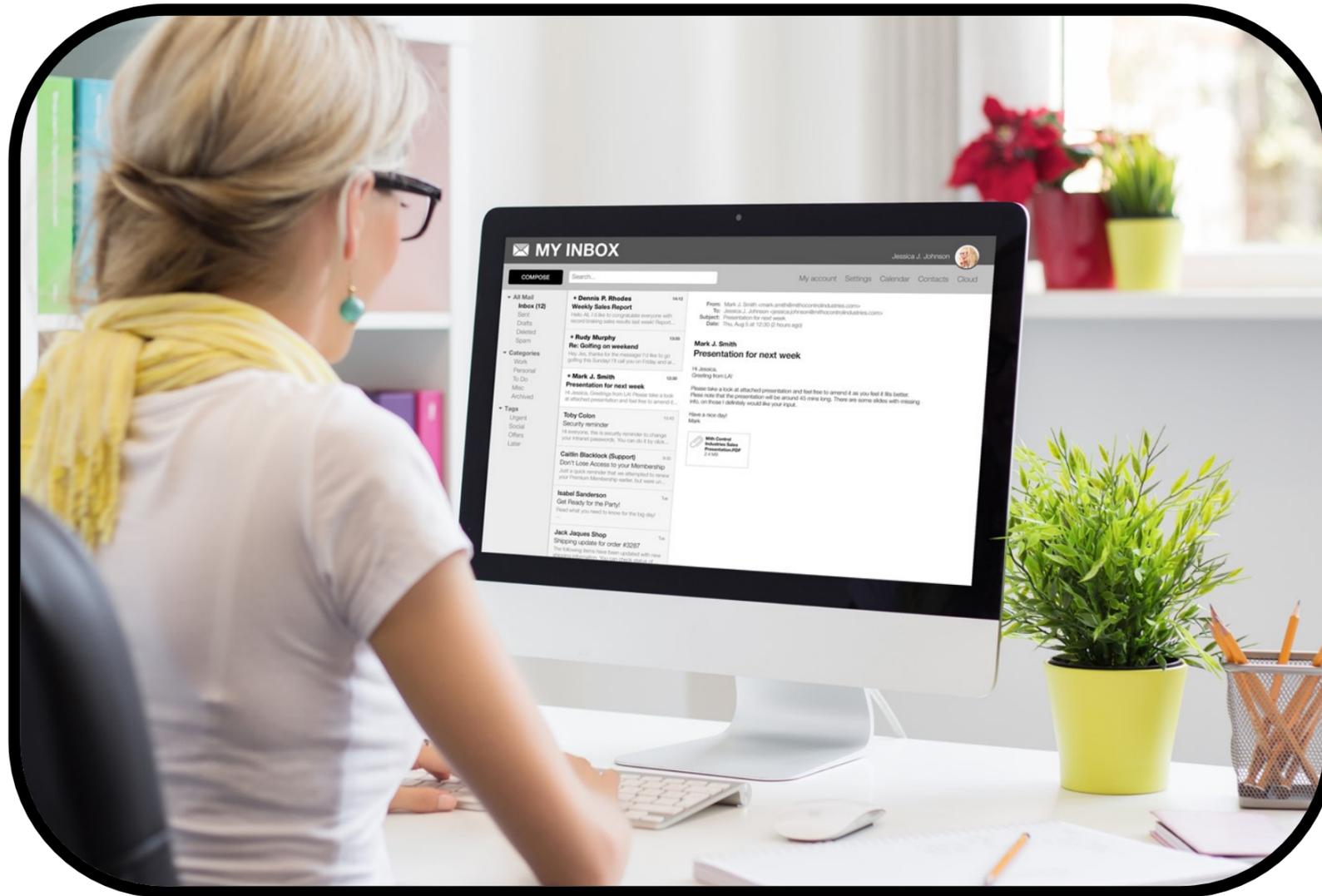


15



RESPOND TO AN EMAIL





15



It takes me two hours to respond to all my **EMAILS**.

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GRAPHIC CREDITS



Bubbly Borders and more!

