Elementary Review Tests Unit 4: Offices

1. I share a room with 10 colleagues. It’s ______________
   a) an open-plan office.
   b) a home office
   c) a traditional office.

2. A person who files his papers has___________
   a) an untidy desk.
   b) a tidy desk.
   c) no desk.

3. Which word is not an item of office furniture?
   a) shredder
   b) chair
   c) bookcase

4. What don’t you keep in a cupboard?
   a) files
   b) stationery
   c) a printer

5. Finish the sentence:
   The keyboard is________________
   a) behind the desk
   b) next to the mouse
   c) opposite the chair

6. Which instruction is correct?
   a) Please press off your mobile phone.
   b) Don’t plug in the door.
   c) Turn on the computer.

7. To start the laptop…
   a) open the lid and unplug it.
   b) open the lid and press the green button.
   c) press the red button and close the lid.

8. “Where do you keep the paperclips?”
   a) “In the top drawer of my desk.”
   b) “In the shredder next to the door.”
   c) “In the file that says Stationery.”

9. Which question is correct?
   a) How is your office?
   b) Where can I get to the station?
   c) How do I get to your headquarters?

10. My boss is sitting….
    a) on his desk, next to the window.
    b) at the computer, behind his desk.
    c) on the sofa, next to the window.