

# Intelligent Business

## Elementary Review Tests Unit 4: Offices

- I share a room with 10 colleagues. It's \_\_\_\_\_
  - an open-plan office.
  - a home office
  - a traditional office.
- A person who files his papers has \_\_\_\_\_
  - an untidy desk.
  - a tidy desk.
  - no desk.
- Which word is not an item of office furniture?
  - shredder
  - chair
  - bookcase
- What don't you keep in a cupboard?
  - files
  - stationery
  - a printer
- Finish the sentence:  
The keyboard is \_\_\_\_\_
  - behind the desk
  - next to the mouse
  - opposite the chair
- Which instruction is correct?
  - Please press off your mobile phone.
  - Don't plug in the door.
  - Turn on the computer.
- To start the laptop...
  - open the lid and unplug it.
  - open the lid and press the green button.
  - press the red button and close the lid.
- "Where do you keep the paperclips?"
  - "In the top drawer of my desk."
  - "In the shredder next to the door."
  - "In the file that says Stationery."
- Which question is correct?
  - How is your office?
  - Where can I get to the station?
  - How do I get to your headquarters?
- My boss is sitting...
  - on his desk, next to the window.
  - at the computer, behind his desk.
  - on the sofa, next to the window.

