

7 Filing Equipment



The Stationery Store



On special offer for one month only!

DON'T MISS OUR SALE – GREAT SAVINGS!

ring binder



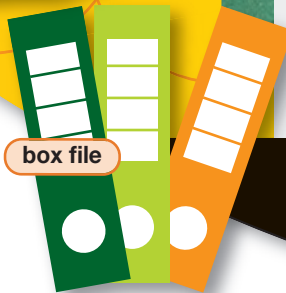
clear pocket



storage box



box file



Ring Binders:

Three inch, two-ring or four-ring binders, available in blue, green, red, yellow and black. *Twelve for the price of ten!*

Box Files:

A4 or legal size, available in blue or gray. *Buy two, get one free!*

Suspension Files:

All files come with colored tabs and inserts. *Package of 100 files – now half price!*

CD Storage Boxes:

Easy to assemble. Holds 100 CDs. *Now 20% off!*

CD-R discs:

700MB digital storage. CDs will play back on DVD or CD players. Safe and permanent; it's impossible to erase your data. *Pack of fifty discs – half price!*

Clear Pockets:

A4 pockets, punched with holes to fit most types of binder. Perfect for presentations and pictures! *Pack of one hundred for the price of fifty! This month only!*

Get ready!

1 Before you read the passage, talk about these questions.

- Where do people store their papers?
- How do people keep things organized?

Reading

2 Read this store advertisement. Then, mark the following statements as true (T) or false (F).

- Box files are available in three colors.
- CD storage boxes can hold 20 CDs.
- Clear pockets are half price this month.

Vocabulary

3 Match the words (1-6) with the definitions (A-F).

- | | | | | | |
|---|---------------------|---|-----------|---|------------|
| 1 | ___ suspension file | 3 | ___ erase | 5 | ___ tab |
| 2 | ___ storage box | 4 | ___ legal | 6 | ___ insert |

- a piece of plastic on a suspension file
- a file that hangs inside a drawer
- a piece of paper inside a tab
- a place where you can put things
- to remove something from a surface or disk
- a large size of paper

Free next-day delivery
for orders over
\$25.

4 Choose the word that is closest in meaning to the underlined part.

- Put these files in a folder with metal rings.
A ring binder B suspension file C tab
- This office needs more space for keeping items that are not in use.
A inserts B storage C legal
- Put that document into the gray large, rectangular container.
A clear pocket B box file C ring binder
- Put that picture inside a plastic envelope.
A storage box B clear pocket C tab

5 Listen and read the advertisement again. Say five things you can buy from the store.

Listening

6 Listen to a conversation between a secretary and a salesperson at a stationery company. Check (✓) the things the administrative assistant orders.

- | | |
|------------------------|---------------------|
| 1 ___ box files | 4 ___ storage boxes |
| 2 ___ ring binders | 5 ___ CDs |
| 3 ___ suspension files | 6 ___ clear pockets |

7 Listen again and complete the conversation.

Salesperson: The Stationery Store, this is Mike speaking. How can I help you?

Secretary: Hi, I'd like to place an order for some **1** _____ supplies.

Salesperson: No problem, what would you like?

Secretary: First of all, I need some **2** _____.

Salesperson: Okay, they come in two sizes, **3** _____ and A4. Which would you like?

Secretary: The legal. I'll take a dozen of those in gray.

Salesperson: Great. Anything else?

Secretary: I need seventy red **4** _____ and three hundred **5** _____.

Salesperson: Got it. Do you have an account with us or are you paying with a credit card?

Secretary: We have an account. It's Johnstone and Company, and the account number is 3748 3948.

Salesperson: Thanks. We have the address on the computer, so we'll deliver it tomorrow morning. Is sometime between nine and eleven okay?

Secretary: **6** _____, thanks.

Speaking

8 With a partner, act out the roles below based on Task 7. Then, switch roles.

USE LANGUAGE SUCH AS:

I'd like to place an order ...
They come in two sizes.
I'll take ...

Student A: You work at a stationery company. Talk to Student B about:

- the order
- account number
- delivery

Student B: You want to place an order for some stationery. Tell Student A what you want to buy.

Writing

9 Use the conversation from Task 8 to fill out the receipt.

The Stationery Store

COMPANY: _____

ACCOUNT NUMBER: _____

DATE: _____

ORDER	PRICE

THANKS FOR YOUR PURCHASE!
COME BACK SOON

11 Money

Get the most for your euro or pound

When your boss travels, you want to get the best **exchange rate** for his or her cash. After all, they're going to need some local **currency** for daily expenses. How can you make sure that you are getting a fair rate when you exchange money?

A **bank** should be able to give you the daily rate for **major** currencies. Alternately, you can use an online **currency converter** to see how the other currencies compare to the dollar. The rates **quoted** by these **sources** are what you should be getting.

Watch out for companies that offer high rates or even low rates, with **hidden fees**. These are often located at airports or in shopping districts that **cater** to tourists. I have witnessed a particularly bad offer when exchanging euros. The rate should have been 0.7 euros per dollar. At the airport, though, they offered 0.5 euros per dollar. I kept my money, but other travelers accepted the poor rate, for the sake of convenience.

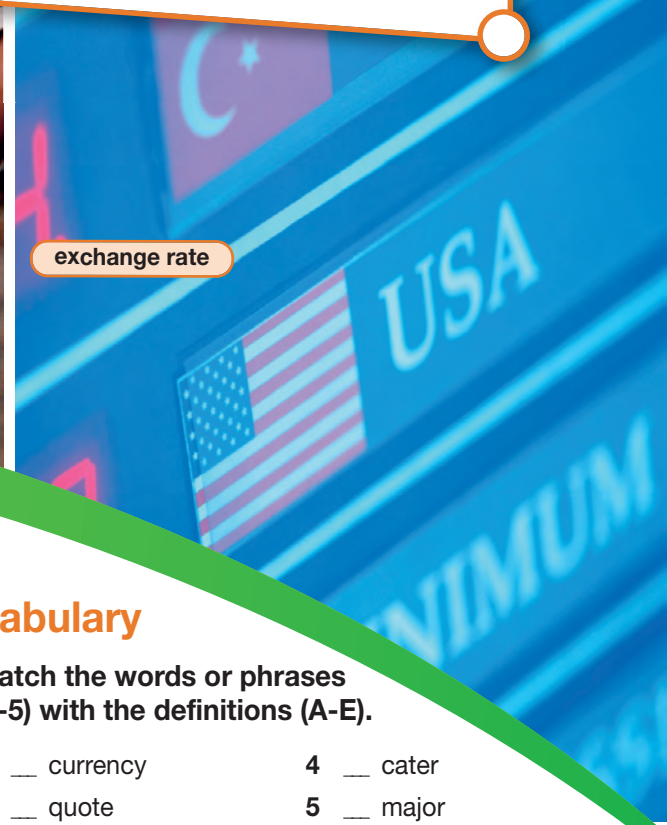
No matter where a person travels, it's best to know the exchange rate so he or she can be sure they're getting a **fair** conversion.

EXECUTIVE SECRETARY QUARTERLY

VOL. 4 NUMBER



bank



exchange rate

Get ready!

1 Before you read the passage, talk about these questions.

- 1 Name some kinds of money used around the world.
- 2 How can people get local money when they travel?

Reading

2 Read this article on exchanging money for a business trip. Then, mark the following statements as true (T) or false (F).

- 1 ___ Banks usually offer a fair exchange rate.
- 2 ___ Travelers should watch out for hidden fees.
- 3 ___ The airport is a good place to exchange money.

Vocabulary

3 Match the words or phrases (1-5) with the definitions (A-E).

- | | |
|--------------------------|-------------|
| 1 ___ currency | 4 ___ cater |
| 2 ___ quote | 5 ___ major |
| 3 ___ currency converter | |

- A a website that calculates the exchange rates
B the type of money that a country uses
C to give the current price for something
D being of considerable size or importance
E to provide what is wanted or needed

- 4 Fill in the blanks with the correct words and phrases from the word bank.

word BANK

exchange rate fair bank hidden fees

- 1 People can waste a lot of money on _____ when exchanging money.
 - 2 This _____ does not charge a fee to exchange currency.
 - 3 What is today's _____ for the euro?
 - 4 Don't change money unless it's at a _____ rate.
- 5 Listen and read the article again. How can you make sure you get a good exchange rate for your cash?

Listening

- 6 Listen to a conversation between a personal assistant and a bank teller. Mark the following statements as true (T) or false (F).
- 1 ___ The current rate is \$1.40 per Euro.
 - 2 ___ The personal assistant would like to buy 200 pounds.
 - 3 ___ The personal assistant is traveling for business.
- 7 Listen again and complete the conversation.

Assistant: Good afternoon. Can you please tell me today's
1 _____ for the euro?

Teller: Certainly. Let me see. Today's rate is one euro to one dollar and forty cents.

Assistant: Would you say that's a good rate, 2 _____ to recent days?

Teller: Yes. The euro has been pretty stable compared to the dollar lately.

Assistant: Great. I'd like to buy 3 _____ please.

Teller: Sure. Will that be all for you?

Assistant: Not quite. I'll also need the 4 _____ on the pound, too, if you don't mind.

Teller: No problem. It is one dollar and fifty cents per pound, today.

Assistant: All right, that's not too bad. I'll purchase one hundred pounds as well, please.

Teller: Got it. So are you going on 5 _____ or a business trip?

Assistant: Oh, I wish it was for me. My boss is traveling for business and asked me to get some 6 _____ for taxis and lunches.

Speaking

- 8 With a partner, act out the roles below based on Task 7. Then, switch roles.

USE LANGUAGE SUCH AS:

*Can you please tell me today's exchange rate for ...?
I'd like to buy ...
It's ... per ...*

Student A: You need to buy some foreign currency. Ask Student B about:

- pound exchange rate
- euro exchange rate
- if rates are good

Student B: You are a bank teller. Answer Student A's questions.

Writing

- 9 Your boss is going on a business trip abroad. Using the article and the conversation from Task 8, write some notes about the local currency and exchange rates. (100-120 words). Include:

- the currencies in the countries on the itinerary
- where currency can be exchanged while traveling
- where the best places to exchange currency are



Glossary

- announce** [V-TU12] To **announce** is to tell someone about something with confidence.
- answering machine** [N-COUNT-U4] An **answering machine** is a device that is connected to the telephone for the purpose of recording messages.
- arrange** [V-T-U13] To **arrange** is to organize or plan something like a party or meeting.
- arrangement** [N-COUNT-U13] An **arrangement** is a plan for a future activity.
- atlas** [N-COUNT-U3] An **atlas** is a book of maps.
- available** [ADJ-U13] If a person is **available**, they have time go to a meeting, have lunch or speak with someone.
- bar graph** [N-COUNT-U15] A **bar graph** is a graph that represents different amounts with thick lines of different lengths.
- belongings** [N-PLURAL-U7] **Belongings** are things that are personally yours, such as a coat or briefcase.
- beverage** [N-COUNT-U7] A **beverage** is another word for 'a drink', such as tea or soda.
- body** [N-COUNT-U14] The **body** of a book or document is the main part of it.
- book** [V-T-U13] To **book** is to make arrangements to stay in a hotel, go to a concert or eat at a restaurant etc at a certain time in the future.
- break room** [N-COUNT-U8] A **break room** is a room at a business used by employees to eat lunch or have a snack.
- business letter** [N-COUNT-U5] A **business letter** is a personal written or printed message from one business to another.
- call back** [V PHRASE-U9] To **call back** is to telephone someone again.
- caller** [N-COUNT-U12] The **caller** is the person who makes the phone call.
- catalog** [N-COUNT-U3] A **catalog** is a list of items for sale.
- catch a mistake** [V-PHRASE-U9] To **catch a mistake** is to discover an error.
- check out** [PHRASAL V-U2] To **check out** is to go see what a person, place or thing is like.
- clarify** [V-T-U13] To **clarify** is to make something clearer or easier to understand.
- client** [N-COUNT-U11] **Client** is another word for customer.
- close of business** [N PHRASE-U8] **Close of business** is the time when a business closes for the day.
- closing** [N-COUNT-U14] A **closing** is the end of a letter.
- coat rack** [N-COUNT-U2] A **coat rack** is a piece of furniture where you can hang your coat, hat etc.
- come in** [PHRASAL V-U2] To **come in** is to enter a building, like a store or house.
- competitor** [N-COUNT-U15] A **competitor** is a company that sells the same things as another company.
- connect** [V-T-U12] To **connect** two telephone lines means to join them together.
- contact details** [N-UNCOUNT-U13] **Contact details** are the information about how you contact someone, such as their telephone number, address or email address.
- copier** [N-COUNT-U4] A **copier** is a machine that makes paper copies of pages.
- correction fluid** [N-UNCOUNT-U1] **Correction fluid** is a white liquid used for covering mistakes on paper.