

NAME: _____

DATE: _____

QUIZ: OFFICE

- Answer these fourteen questions to score your vocabulary knowledge.

- Which of the following can you often find inside a 'briefcase'?**
 - a boss
 - a fax machine
 - a pen
 - a meeting
- Which of the following words is similar in meaning to 'client'?**
 - computer
 - co-worker
 - cubicle
 - customer
- When do most people use 'correction fluid'?**
 - when they sell something
 - when they answer a phone
 - when buy something
 - when they make a mistake
- What do many people put inside an 'envelope'?**
 - a letter
 - a binder
 - office furniture
 - a printer
- Which of the following is often used along with an 'eraser'?**
 - a fax machine
 - a pencil
 - a paper cutter
 - a pen
- Which of the following best describes a 'lobby'?**
 - a person
 - a place
 - a time
 - an action
- 'Paper clips' and 'thumbtacks' are examples of**
 - office supplies
 - invoices
 - office furniture
 - glue
- When people leave the office, they sometimes use a**
 - calendar
 - file folder
 - time clock
 - bulletin board
- People will sometimes give a 'presentation' when they**
 - want to share information
 - make an appointment
 - go on holiday
 - read a notice
- People usually get a 'receipt' after they**
 - open a file cabinet
 - pay money
 - make a phone call
 - go to work at an office
- Which of the following things will a 'receptionist' usually do?**
 - hire people
 - go to meetings
 - welcome people
 - fix water fountains
- Which of the following things is used to cut paper?**
 - desk drawers
 - pencil sharpeners
 - glue sticks
 - scissors
- Which of the following is usually used along with a 'stapler'?**
 - paper
 - desks
 - computers
 - hole punches
- What do most people use a 'waste basket' for?**
 - writing memos
 - meeting people
 - throwing away garbage
 - keeping money in

13 – 14 = Excellent

11 – 12 = Good

9 – 10 = Study More!