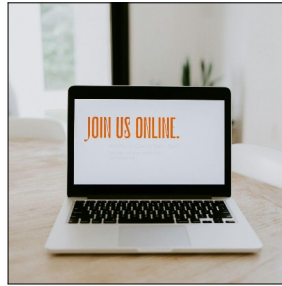


## 144 - At the office

A. Look at the images and choose the right option (use the letters A or B). Mira las imágenes y elige la opción correcta (usa las letras A o B).



I use a \_\_\_\_\_ because I also work from home.

1. \_\_\_\_\_

A. desktop computer

B. laptop



This is my \_\_\_\_\_ .

2. \_\_\_\_\_

A. desk

B. bookcase



The \_\_\_\_\_ is in my coworker's office.

3. \_\_\_\_\_

A. coffee machine

B. printer



There is a whiteboard full of \_\_\_\_\_.

4. \_\_\_\_\_

- A. post-it notes
- B. documents



There are a lot of \_\_\_\_\_ in the filing cabinet.

5. \_\_\_\_\_

- A. files
- B. paper clips

B. Complete the sentences using the words from the box. Completa las oraciones usando las palabras del recuadro.

transfer the call - meetings - information -  
reply - save - send - report

1. El trabajo de Jen es responder correos electrónicos todo el día. Jen's job is to \_\_\_\_\_ to emails all day.
2. No me gusta tener reuniones largas. I don't like having long \_\_\_\_\_.
3. Están escribiendo un reporte para su jefe. They are writing a \_\_\_\_\_ for their boss.
4. Olvidé guardar algunos documentos importantes. I forgot to \_\_\_\_\_ some important files.
5. ¿Puedes enviarme un correo con la información de los clientes? Can you \_\_\_\_\_ me an email with the clients' \_\_\_\_\_?
6. Por favor pasa la llamada a mi celular. Please \_\_\_\_\_ to my cell phone.