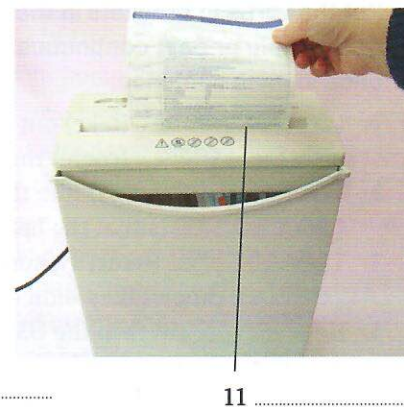
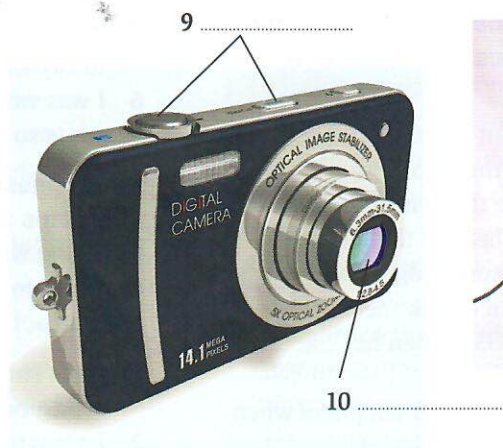
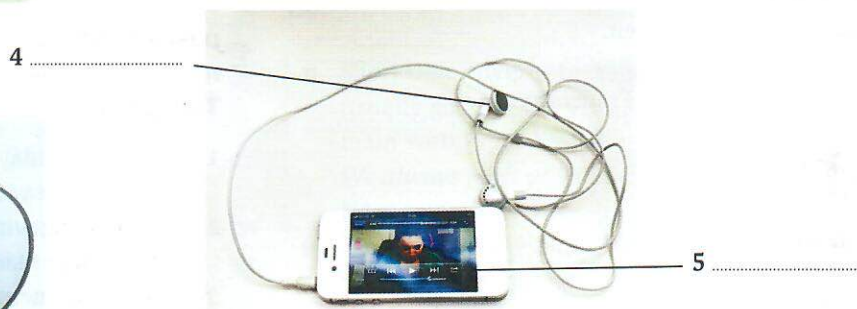
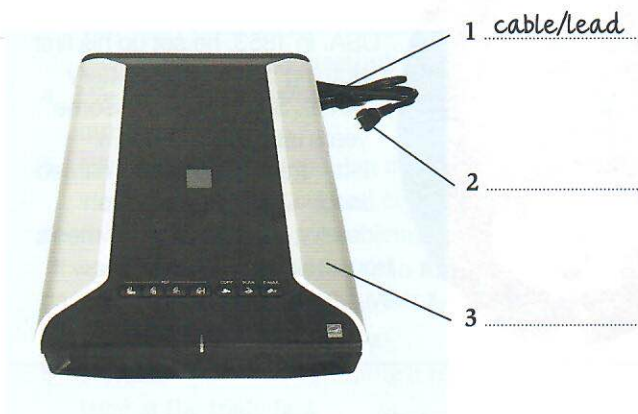


Describing equipment

Getting started

Label the parts of the objects (1–11) with the correct words from the box (a–k), using your dictionary if necessary.

- | | |
|----------------|--------------|
| a buttons | g stand/base |
| b blade | h bulb |
| c cable/lead | i switch |
| d cover | j plug |
| e lens | k headphones |
| f touch screen | |

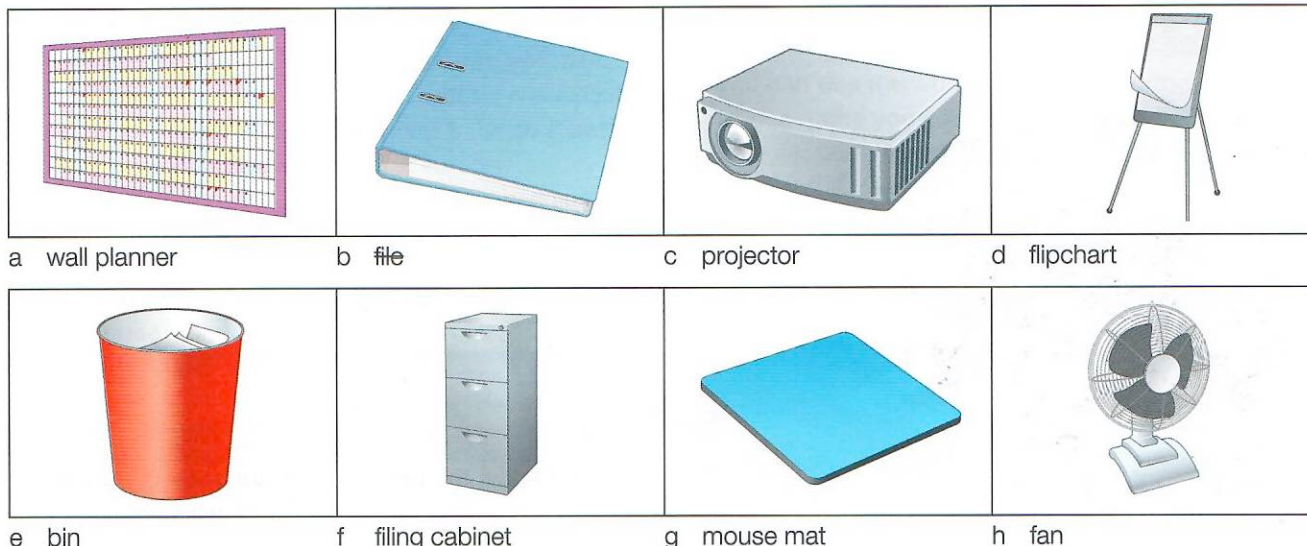


Describing objects

Vocabulary

- 1 Think of the desk you use in your workplace or at home. What objects are on it at the moment? Make a list. Compare your list with a partner. Do you have anything personal on your desk like photos?

2 Look at the objects (a–h) in the box and match each one with its correct description (1–8).



- 1 It's usually made up of three rectangular pieces of cardboard and inside there are two steel rings. You use it to keep documents in.b.....
- 2 It's a large rectangular piece of paper which you put on the wall. You use it to record your appointments and deadlines.d.....
- 3 It's made up of a stand at the bottom and some blades at the top. You use it to keep the office cool.h.....
- 4 It's a container usually made of plastic. You put some types of rubbish in it.e.....
- 5 It's made of plastic, or glass and metal and it works by electricity. It makes an image appear on a screen by using light through a lens.c.....
- 6 It's a rectangular piece of furniture with two or three drawers. You use it to keep documents in.f.....
- 7 It's made up of a piece of plastic on a stand. You use it to hold large pieces of paper when you give a talk.d.....
- 8 It can be rectangular, square or circular. The base is made of rubber. You use it when you work on the computer.g.....

3 Read the descriptions again and write six more materials and three shape adjectives in the table.

Materials	Shape adjectives
cardboard	

4 Add four materials and four shape adjectives to the table. Use a dictionary if necessary. Then compare your answers with a partner.

Dimensions

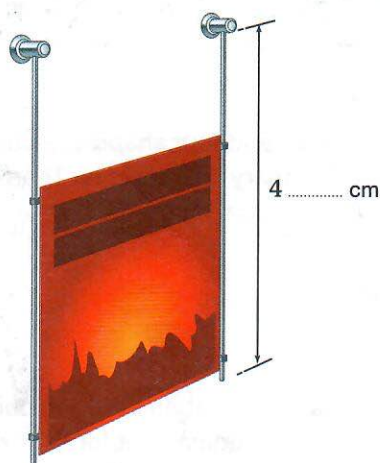
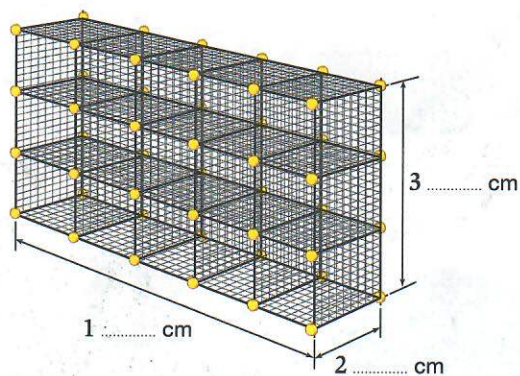
Listening

- 1 ① 09 Listen to a conversation between people who are choosing display equipment for their shop. Do they agree about what to buy?
- 2 Unscramble the letters in the box to make words to complete the questions in column B.

phetd nethgl tehing itldhw ezsi

A	B
How + <i>adjective</i> + is it?	What's the + <i>noun</i> ?
How big is it?	= What's the <i>size</i>?
How wide is it?	= What's the 1?
How deep is it?	= What's the 2?
How high is it?	= What's the 3?
How long is it?	= What's the 4?
We use <i>long</i> and <i>wide</i> for two-dimensional areas like the space in a room.	
We usually use <i>wide</i> , <i>high</i> (from top to bottom) and <i>deep</i> (from front to back) for three-dimensional objects.	
Notice the word order in the answer: How long is it? It's three metres long (NOT: It's long three metres.)	

- 3 ①⁰⁹ Listen again and label the equipment with the correct measurements.



- 4 ①¹⁰ You will hear another conversation about an order for some storage boxes. Listen and fill in the missing information.

Product: tool storage box
 1 Customer's name: Routledge
 2 Size: mm × 800 mm × mm
 Model number: JNV90
 3 Colour:
 4 Price:
 5 Delivery: week beginning

Speaking

- 1 If you don't know the English word for something you need, you can describe it. There are several ways you can do this.

- Describe the parts of the object:
It has/ it's made up of a small screen and several buttons.
- Describe the shape and material:
It's rectangular. It's made of plastic and metal.
- Describe the dimensions:
It's quite small, about 10 cm long and 4 cm wide.
- Describe what you use it for:
You use it to call people or send messages.

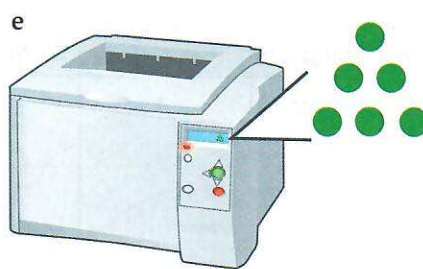
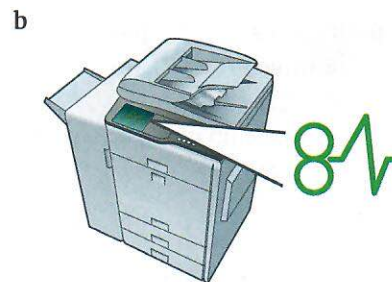
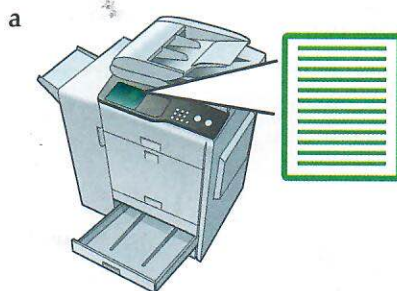
- 2 Work in pairs. What is the object described above? Take it in turns to choose an office object or a tool that is used in your company. Describe it to your partner without naming it or saying what you use it for. Your partner must guess what it is.

Problems with equipment

Vocabulary

Match the pictures (a–e) with the problems below (1–5).

- The system keeps crashing.
- The paper keeps running out.
- The battery needs charging.
- The paper keeps jamming.
- The toner needs changing.



Reading

At work, you sometimes have to use two texts to find different pieces of information so that you can put them together in another document, like a form or a report. The following exercise gives you practice in extracting this sort of key information.

- 1 Read the headings in the repairs request form below. Then answer the following question.

In which space(s) would you expect to write:

- a the name of an object? b a place?
c the name of a person?

REPAIRS REQUEST FORM

For the attention of 1 (Department) technical support
2 (Name)
Equipment: 3
Location: 4
Problem: 5
Noted by: 6
Date noted: 7

- 2 Now read the two emails below and complete the repairs request form.

To: Maria Hawkins
From: Richard Parker
Sent: 10 April
Subject: Training session

Dear Maria

I'm afraid my training session today was a bit of a disaster. We were moved from seminar room 1 to seminar room 2 because of the last-minute boardroom meeting but space was a real problem. There were three desks missing. However, the worst thing was the PowerPoint presentation as the projector bulb needs changing. Who should I report this to?

Richard

INBOX File | Edit | View | Favourites | Tools | Actions | Help

To: Richard Parker
From: Maria Hawkins
Sent: 11 April
Subject: Re: training session

Dear Richard,

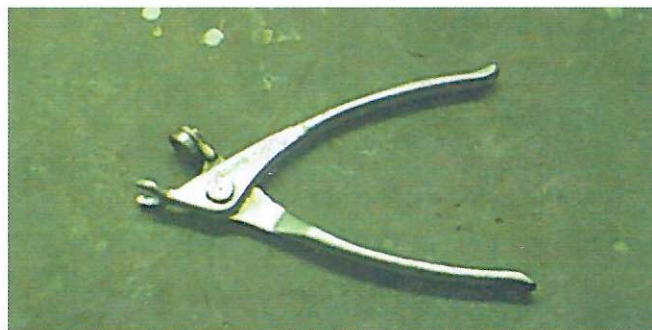
Sorry about that! Broken equipment should be reported on a repairs request form so please could you fill one in and give it to technical support? Robert Beale, the equipment technician is away, but you can give it to Murat Yuzgun who's helping out at the moment. I know the room is smaller but it is supposed to have the same number of desks so I don't know why you didn't have enough. Did you find three spare desks from anywhere?

Hope this helps
Maria

The gizmo game

Listening

- 1 You can use the word *gizmo* to describe a gadget whose name you cannot remember. Work with a partner. Look at the object below and discuss what you think it is used for.



- 2 Complete the description of the object using the words in the box. Check your answers in pairs.

handles pliers ring round scissors screw

This tool is made up of two pieces of metal, joined in the middle with a 1 screw or rivet, rather like a pair of 2 or 3 I imagine they form 4 that you can hold in your two hands. At the top of one of the pieces, there is a small semicircular piece of metal like a 5 with a piece missing. At the top of the other piece, there is another 6 solid piece of metal.

- 3 The following verbs describe actions that you might do with different tools. Match the verbs (1–6) with the definitions (a–f).

- | | |
|-------------|--|
| 1 assemble | a attach something so it cannot move |
| 2 dismantle | b put the parts of something together |
| 3 fit | c take something to pieces |
| 4 fasten | d change something slightly |
| 5 adjust | e take something away |
| 6 remove | f put something into a small place designed for it |

- 4 ① 11 Listen to Speakers 1–3 describe what the tool above is used for. One speaker is telling the truth about its use and the other two are lying. Note down the use each speaker gives for the tool. When you have completed your notes, compare your answers with a partner.

- 5 ① 11 Listen to the recording again and write down more details about what each speaker says. Work with your partner and decide which speaker is telling the truth. Check your answer with your teacher.