

Intermediate Matching – Office

Directions: Draw a line from words to their definitions.

A) copier

B) printer

C) computer

D) notepad

E) phone

F) fax machine

G) stapler

H) calendar



1) A machine used to transmit printed documents electronically.

2) A machine used to make copies of printed documents.

3) A group of blank pages used for writing notes.

4) A table used to give information about the days of the year.

5) A device used to transmit sound (voice).

6) A machine used to fasten together sheets of paper.

7) An electronic device used to perform office functions, store data, and gather information from the internet.

8) A machine that produces a paper copy of computer documents.