Intermediate Matching – Office

Directions: Draw a line from words to their definitions.

A) copier

1) A machine used to transmit printed documents electronically.

B) printer

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

C) computer

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

D) notepad

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

E) phone

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

F) fax machine

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

G) stapler

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

H) calendar

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