**WEEK 5**

**Making a Request for Office Supplies**

**5.1 Read the conversation below and answer the questions.**



Amy: How do I order the office supplies that I need?

Bob: Fill out this form with whatever you need. What do you need the most?

Amy: I need many things.

Bob: I can get a few of them right away, but might have to order some.

Amy: I can wait a few days for these items.

Bob: Make sure that you have money allocated for these supplies. How much do you have for office supplies?

Amy: I don't think we have very much money for supplies, but we have a little.

Bob: Would you like them delivered to you or can you come get them here?

Amy: I am not sure yet.

Bob: When you finish completing the request form, we will order and let you know when the supplies are here. Have a great day!

Amy: Good-bye!

1. *What does Amy want to do?*
2. *What does Bob suggest her?*
3. *How will Amy know if the supplies are there or not?*

**2**



Al: I need help in ordering my office supplies.

Bengamin: You can print out a copy of the Order Supply Form from our company web site and turn it into me. What will you be needing?

Al: I need ink cartridges, staples, and Post-its.

Bengamin: Will you need all of them right away or can some wait?

Al: Some of these can wait but there are a few things that I need right away.

Bemgamin: You can only buy supplies that you have a budget for. Do you know what your budget is?

Al: We have plenty of money for office supplies.

Benjamin: You can pick these supplies up or they can be delivered to your building. Which would you prefer?

Al: I want to pick them up.

Benjamin: Well, just finish the request and we will contact you when the supplies come in. Have a good day!

Al: You too!

*4.What does Al need?*

*5. What does Benjamin suggest him?*

*6. What does Al need to order?*

**5.2 Match the words with the definitons/ synonymes.**

1. request a. demand
2. pick something up b. provide, render, furnish, give
3. budget c. call for
4. order d. a sum of money allocated for a particular purpose
5. supply e. collect, pick up, gather up, call for
   1. **Complete the sentences with the words below:**

competing-make sure -budget- office supplies-know- order

1. How do I \_\_\_\_\_\_\_\_\_ the office supplies?
2. How much do you have for \_\_\_\_\_\_\_\_?
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that you have money allocated for the offices supplies.
4. When you finish \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the request form we will order and let you\_\_\_\_\_\_\_\_\_.
5. You can only buy supplies that you have a \_\_\_\_\_\_\_\_\_\_\_for.

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| --- |
| **Grammar Point**  **IMPERATIVES**   * We can use the imperative to give a direct order.   Take that chewing gum out of your mouth.  Stand up straight.  Give me the details.  We can use the imperative to give instructions.   * We can use the imperative to give instructions.   Open your book.  Take two tablets every evening.  Take a left and then a right. |

|  |
| --- |
| * We can use the imperative to make an invitation   Come in and sit down. Make yourself at home.  Please start without me. I'll be there shortly.  Have a piece of this cake. It's delicious.   * We can use the imperative on signs and notices.   Push.  Do not use.  Insert one dollar.   * We can use the imperative to give friendly informal advice.   Speak to him. Tell him how you feel.  Have a quiet word with her about it.  Don't go. Stay at home and rest up. Get some sleep and recover.   * We can make the imperative 'more polite' by adding 'do'.   Do be quiet.  Do come.  Do sit down. |

* 1. **Exercises Rewrite the sentences in order to make meaningful imperative sentences.**

1. get let the Don't wet. camera \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

2. the to Let's cinema. go \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

3. speak Don't like that. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

4. Don't attention her. to pay \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

5. tonight. to her the party Let go \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

6. Don't fast. drive too \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

7. Close door. the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

8. and open Sit page your down 26. book \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

9. me. You, to listen\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

10. Let's say word. not a\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* 1. **Find the imperative sentences from dialogue 1&2.**
  2. **Rewrite the sentences in imperative. Keep the same meaning.**

1. You should buy that car.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. You must go to bed.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. You mustn’t eat that.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. You mustn’t stand here.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. You can’t park in this street.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
6. You must be here soon. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
7. You can have a drink.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
8. You should have a job.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**ANSWER KEY**

**WEEK 5**

**5.1**

1.She wants to order the office supplies that she needs.

2. He suggests her to fill out the form with whatever she needs.

3.They let Amy know when the supplies are there.

4.Al needs help in ordering his office supplies.

5.He offers Al to print out a copy of the Order Supply Form from their company web site and turn it into him.

6. Al needs to order ink cartridges, staples, and Post-its.

**5.2**

1.c

2.e

3.d

4.a

5.b

**5.3**

1.order

2.office supplies

3.make sure

4.completing

5.budget

**5.4**

1. Don’t let the camera get wet.

2. Let’s g oto the cinema.

3. Don’t speak like that.

4. Don't pay attention to her.

5. Let her g to the party tonight.

6. Don't drive too fast.

7. Close the door.

8. Sit down and open your book page 26

9. You, listen to me.

10. Let's not say a word**.**

**5.5**

1. Fill out this form with whatever you need.

2.Have a great day.

3. Well, just finish the request

4.Have a good day.

**5.6**

1. Buy that car.

2. Go to bed.

3. Eat that.

4. Stand here.

5. Do not park in this street.

6. Be here soon.

7. Have a drink.

8. Have a job.