

Guess the office equipment inventions past tense review

Choose one of the typical pieces of office equipment below. Can your partner guess which one you have chosen just by asking Yes/ No questions? (E.g. Do you use it everyday?)

Tippex (= correcting fluid= liquid paper)		A pencil sharpener
A hole punch	Post its	A Dictaphone (= voice recorder)
A ruler	A noticeboard	A headset
A paper clip	Thumbtacks (= drawing pins)	An ashtray
A laptop	A wastepaper basket (= a bin)	A mousepad
A stapler	A drinks machine	A fire alarm
A box of staples	A vending machine	A smoke detector
A calculator	A ballpoint (pen)= A biro	Pot plants
A pair of scissors	A fountain pen	Lockers
An A4 ring binder	Bookends	A coat rack
A ream of photocopy paper	Bookshelves	A projector screen
A diary	A cubicle	An umbrella stand
A date stamp	An intercom	An automatic pencil
An address book	A mobile phone	A (permanent) marker
A photocopier	A fax (machine)	A picture frame
A mouse	A monitor	A projector
An answer machine	Sellotape	A video cabinet
An eraser	Blinds	A glue stick (= a Pritt stick)
A rubber band	An electronic dictionary	A box of tissues
A printer	An instruction manual	A whiteboard marker
An envelope	A clipboard	A briefcase
A (postage) stamp	A desk calendar	A light switch
A desk lamp	A business card holder	A plug
A filing cabinet	A key ring	A socket
A cupboard	A partition	A security badge
Some drawers	A board room table	A coat hangar
A tube of glue	A swivel chair	A button
A water cooler	A notepad	A bulb
A fire extinguisher	A first aid box	A fluorescent light

Continue the game, but with other equipment you use in your job that is not written above.

Worksheet 2

Guess the name of the office equipment below

This was invented by a Hungarian called Laszlo Biro, who was working for a newspaper and was annoyed at wasting so much time filling fountain pens with ink.

I think this is the _____

This was invented by Dick Drew, , the same man who had earlier invented masking tape who was working for 3M at the time. It became 3M's most successful product ever.

I think this is _____

Although Xerox later became the most famous brand for this product due to producing the first compact version that could be connected to a normal telephone line in 1966, in fact the first machine that could transmit writing through an electrical wire had been invented in 1843 by the Englishman Alexander Bain.

I think this is the _____

This was invented by Bette Nesmith Graham, who was working as a typist and needed something to correct the many mistakes she made while she was typing. The invention was bought by Gillette Corporation in 1979 for \$47.5 million plus royalties. IBM had previously rejected the product in the 1950's.

I think this is _____

Although this invention seems very simple, the modern version wasn't invented until 1899, by which time steel that was flexible enough to be bent into this shape had become commonly available. Before that time people had used string and pins etc. to hold paper together, but all those methods damaged the paper.

I think this is the _____

These things were invented by accident when Spencer Silver was working in the 3M laboratories trying to develop a strong glue. Although the glue he developed was not strong enough for what he was looking for, it later became famous for how easy it was to remove it from the surface it had been stuck to.

I think these are _____

Worksheet 3

Past tenses grammar presentation and practice

Read the texts again and by memory and grammatical knowledge, fill in the gaps without looking at the worksheet above.

This _____ (invent) by a Hungarian called Laszlo Biro, who _____ (work) for a newspaper and was annoyed at wasting so much time filling fountain pens with ink.

This _____ (invent) by Dick Drew, who was working for 3M, the same man who had earlier invented masking tape. It became 3M's most successful product ever.

Although Xerox later _____ (become) the most famous brand for this product due to producing the first compact version that could be connected to a normal telephone line in 1966, in fact the first machine that could transmit writing through an electrical wire _____ (invent) in 1843 by the Englishman Alexander Bain.

This _____ (invent) by Bette Nesmith Graham, who _____ (work) as a typist and needed something to correct the many mistakes she _____ (make) while she _____ (type). The invention _____ (buy) by Gillette Corporation in 1979 for \$47.5 million plus royalties. IBM _____ (previously reject) the product in the 1950's.

Although this invention seems very simple, the modern version _____ (not invented) until 1899, by which time steel that was flexible enough to be bent into this shape _____ (become) commonly available. Before that time people _____ (use) string and pins etc. to hold paper together, but all those methods damaged the paper.

These things _____ (invent) by accident when Spencer Silver _____ (work) in the 3M laboratories trying to develop a strong glue. Although the glue he developed was not strong enough for what he was looking for, it later _____ (become) famous for how easy it was to remove it from the surface it _____ (stick) to.

Check your answers with Worksheet 2. Why are the different tenses used in each case?

Using the tenses above, test each other on the facts above with full questions and answers.

Make up stories about the inventions of the other objects on Worksheet 1 and see if your partner can guess which one you are describing.