

## Guess the office equipment inventions past tense review

### Worksheet 1 – Office equipment 20 questions

Choose one of the typical pieces of office equipment below. Answer Yes/ No questions like “Do you use it everyday?” until your partner guesses which one you chose.

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

Ask about anything above which you don't understand, couldn't make or answer questions about, etc.

## 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 1950s.

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 \_\_\_\_\_

*Check as a class.*

*Ask about any stories which you don't understand, don't seem to be true, etc.*

### Worksheet 3

#### Past tenses grammar presentation and practice

Fill in the gaps below with the right past tenses 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?

Test each other on the facts above with questions using the same tenses.

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.