

Unit 11 — Office Supplies



binder

a protective cover used to hold loose papers together in place

"The CVs of the most promising candidates were filed in a binder and presented to the head of the department."

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calculator

an electronic device used for making mathematical operations, such as addition, subtraction, multiplication, and division

"Most businesses nowadays use software with calculating functions, but it's still good to keep a manual calculator around."

calendar

a booklet or chart showing the days, weeks, and months of the year, used for keeping track of time and a schedule

"She had her assistant mark all of her appointments in her calendar."

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