Unit 11 — Office Supplies



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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."

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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