

# personal english



## Semantic Field #30 **OFFICE SUPPLIES**



Stapler



2-Hole Punch



Tape



Rubber Stamp



Scissors



Paper Clips



Highlighter



Rubber Bands



Pencil Sharpener



Envelope

Office supplies are consumables and equipment regularly used in offices; they may also be referred to as '**stationery**', which however covers the narrower range of **writing materials** alone. By contrast, the range of items classified as 'office supplies' is broader and typically includes small, expendable, daily use items, consumable products, small machines, higher cost equipment such as computers, as well as office furniture. The basic **desk supplies** include pens, tape, highlighters, paper clips, scissors, trash cans, etc. **Organization supplies** also include staplers and binder clips, handy to keep your various documents and printouts together, as well as, for example, folders and binders. **Paper supplies** include notebooks, notepads, sticky notes and inkjet printer paper, while **mailing supplies** consist mainly of various types of envelopes and postage.