

Office vocabulary compound nouns stress

Describe your office or your desk to your partner. What things are the same as your partner's office or desk, and what things are different?

Listen to the expressions below and find the two expressions with different stress patterns to the others. How are they different grammatically?

- | | |
|-------------------|----------------|
| answering machine | notice board |
| air conditioner | address book |
| notebook | drinks machine |
| main entrance | desk lamp |
| central heating | |

Now pronounce these noun-plus-noun expressions.

- | | |
|-------------------|------------|
| a conference room | car park |
| security man | coffee pot |
| photocopier | bookcase |
| laptop | |

Predict stress patterns for these, and put them in the correct column.

- | | |
|----------------|----------------|
| double glazing | fitted carpets |
| skylight | executive toys |
| cordless mouse | mouse pad |
| headquarters | |

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Listen to your teacher and check.

What does your office/ building most need to have added to it?

What would your perfect office/ office building be like?

Notes for teachers

Generally, compound nouns which are made up of noun + noun are stressed on the first word or on both equally, while those made up of adjective + noun are stressed on the second word.

Spare office vocabulary compound nouns for extra practice and to prompt the discussion stages

- book shelves
- colour posters
- colour printer
- computer desk
- fax machine
- filing cabinet
- flip chart
- framed photo
- notepad
- overhead projector
- paper clips
- personal organiser
- pocket calculator
- reception desk
- screensaver
- security desk
- waiting area
- wall calendar
- wall chart