



List 3

sellotape	adhesive tape to stick something to something else so that it doesn't fall off
tape dispenser	an office supply which holds sellotape and lets you cut off pieces of the tape
typewriter	a device, at least partially mechanical, used to print text by pressing keys that cause type to be impressed through an inked ribbon onto paper
calculator	a mechanical or electronic device that performs mathematical calculations
letter tray	a flat carrier to put things in, usually documents or letters
appointments diary	a small book which lists every single day and is used to write appointments and events in
business letter	a letter which addresses business matters
letter of complaint	a letter which addresses a problem or a difficulty that a person has experienced
enclosure	something added to or inserted into a letter or similar package
briefcase	a case used for carrying documents (especially by business people)



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