

WORKPLACE RIDDLES

Write your guesses. Answers are on page 5.

- 1.** I have keys but open no doors. I help you write emails all day. What am I?
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- 2.** I have a face and two hands, but I never clap. I help keep meetings on time. What am I?
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- 3.** I can be sent without a stamp, arrive in seconds, and sometimes need a reply. What am I?
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- 4.** I sit on a desk, have a tail, and help a pointer move across a screen. What am I?
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- 5.** I am a room where people share ideas, but I am not a classroom. What am I?

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- 6.** I have a screen but I am not a cinema. I show documents, charts, and calls. What am I?
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- 7.** I am a small piece of paper that says where a meeting will happen and when. What am I?
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- 8.** I am copied many times, but I am not a rumor. I help everyone use the same information. What am I?
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- 9.** I can be high, low, or middle, and people use me to reach a decision. What am I?
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- 10.** I have a subject but no classroom, a body but no person, and I can be forwarded. What am I?

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11. I am a list of steps that helps a team finish work in the right order. What am I?

12. I have a glass door, keep things cool, and often live in the office kitchen. What am I?

13. I have a red light, a green light, and a button people press to join a call. What am I?

14. I hold papers together but I am not glue. What am I?

15. I am checked before a meeting and help everyone know what to discuss. What am I?

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16. I have a calendar but no dates of my own. I help schedule work and appointments. What am I?

17. I am worn around a neck and show your name at an event or workplace. What am I?

18. I am a short message sent to a group to share news or instructions. What am I?

19. I have wheels, drawers, and supplies, and I can roll from desk to desk. What am I?

20. I am a quiet place where people focus, read, or work alone. What am I?

WORKPLACE RIDDLES – ANSWERS

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|-------------------|------------------|
| 1. Keyboard | 11. Workflow |
| 2. Clock | 12. Refrigerator |
| 3. Email | 13. Video call |
| 4. Computer mouse | 14. Paper clip |
| 5. Meeting room | 15. Agenda |
| 6. Monitor | 16. Calendar |
| 7. Meeting notice | 17. Name badge |
| 8. Copy | 18. Announcement |
| 9. Vote | 19. Supply cart |
| 10. Email | 20. Quiet room |