

1. Complete the sentences with the correct form of the verb to be.

1. I _____ a personal asistant.
2. Tom and I _____ (not) new here.
3. The CEO _____ Julia Hopkins.
4. You _____ on the 7th floor.
5. My office _____ (not) on the 4th floor.

2. Write quiestions for each answer. Pay attention to the words in bold.

1.
Mr Morton's office in **on the sixth floor**.
2.
Julia is Mr McKenzie's personal assistant.
3.
No, the toilets aren't on the ground floor.
4.
My name is **Ruth Hanson**.
- 5-
My appointment is **at 3 o'clock**.

3. Complete the sentences with the correct form of have got.

1. We _____ office son the top floor. You can see the whole city from our offices.
2. You _____ a big office. Your office is small.
3. Rob _____ a sales meeting on 20th August. Please remind him.
4. Harry and Luke _____ shelves in their office. They put books and papers on them.
5. Millie's office _____ two Windows – only one.
6. I _____ time to go to the cafeteria. I'm very busy.

4. Write questions with the Word below and the correct form of *have got*. Then match the questions to the answers below.

Questions

1. you / a pen
2. when / we / the meeting with James
3. the cafeteria / sandwiches
4. Roger / an office on the top floor
5. what / you / for lunch today

Answers

- a. On Wednesday, at 3 o'clock
- b. No, he is on the fifth floor.
- c. A sandwich and a salad.
- d. Yes, do you prefer black or blue?
- e. Yes, but they're not very tasty.

5. Look at the table and complete the sentences with the correct form of *to be* or *have got*.

NAME		ROOM	FLOOR
George Scott	Financial Director	112	1
Liz Evans	Personnel Manager	114	1
Pat O'Brian	Marketing Manager	201	2
Mark Hutton	Operations Director	303	3
Chloe Darwin	Personal Assistant	304	3
	Conference Room	220	2
	Cafeteria	320	3
	Toilets		1&3

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|-------------------------------|---------------------------------|----------------------------|
| 1. George Scott | the Financial Director. | |
| 2. Liz Evans and George Scott | | office on the first floor. |
| 3. Mark Hutton | the Marketing Director. He | the Operations Director. |
| 4. Pat O'Brian | and office on the second floor. | |
| 5. Rooms 303 and 304 | | on the third floor. |
| 6. The cafeteria | on the second floor. It | on the third floor. |
| 7. The building | a conference room. It | on the second floor. |
| 8. The second floor | a toilet. | |

6. Complete the sentences with the correct object pronouns.

1. This is my office. Do you like _____ ?

2. Mrs Thomas, our Marketing Director, is very popular. Everyone likes _____.
3. Please go to Mr King's office. He wants to see _____ ?.
4. Our offices are lovely. Would you like to see _____ ?.
5. John isn't here yet. Should we call _____ ?.
6. I can't find room 202. Can you help _____ ?.
7. We have got an appointment with Miss Lee. Her personal assistant is showing _____ to her room.

7. Complete the sentences with the correct possessive adjectives or possessive pronouns.

1. Harry has got an office on the first floor. _____ Office is very small.
2. I lost my mobile phone, so Lisa let me use _____.
3. I'll call you later. What's _____ telephone number?
4. Peter and I share an office. We are in _____ office right now.
5. Paul likes his job, but his administrative assistants don't like _____.
6. I got your e-mail, but you didn't get _____.
7. The accounts assistants work very hard. _____ supervisor is very pleased.
8. I can't get into the office. I can't find _____ key.
9. Have you got a new car? Is this beautiful car _____ ?.
10. Mrs Parks has got a corner office. _____ office has got two big windows.