Read the survey. Write the headings in the box in the correct place (A–D).

Meetings and meeting rooms	Other facilities	The work day	The workplace

EMPLOYEE SURVEY

In order to make our workspace and facilities better, we would like your opinion on how to improve it. Please complete the survey and give extra information where possible.

A _____

1 How do you get to work?
◯ Bicycle ◯ Car ◯ Motorcycle ◯ Public transport ◯ Walk ◯ Other
2 What are your working hours?
3 How much time do you spend at your desk?

B _____

4 Which department do you work in?
5 Do you have a problem with noise in your work area? ◯ Yes ◯ Sometimes ◯ No
6 Does your workspace have a desk lamp ? ◯ Yes ◯ No

C _____

7 How many hours a week do you spend in meetings? ◯ 0–2 ◯ 2–5 ◯ More than 5
8 Does your office have enough meeting rooms? ◯ Yes ◯ No
9 How often do you have problems booking meeting rooms?
◯ Never ◯ Sometimes ◯ Often ◯ Always ◯ I don't book them

D _____

10 How often do you use the company gym?
11 How many times a week do you eat in the canteen?
12 Where do you take a break?

LIVEWORKSHEETS