You will hear a manager, Victoria, talking to her assistant, Daniel, about the new company building.

11 How will staff find out about the new building?

- **A** in an email
- **B** at a meeting
- **C** at a company meal

12 Why is the company moving to a new building?

- **A** to save money
- **B** to be in the town centre
- **C** to have larger offices

13 When will staff start working in the new building?

- **A** the end of May
- **B** the beginning of July
- **C** the middle of August

14 What does Daniel think the staff will enjoy most about the new area?

- **A** the restaurants
- **B** the shops
- **C** the gym

15 What does Daniel need to order next?

- **A** keys
- **B** signs
- **C** furniture

LIVEWORKSHEETS