

REVIEW

OFFICE ADMINISTRATION

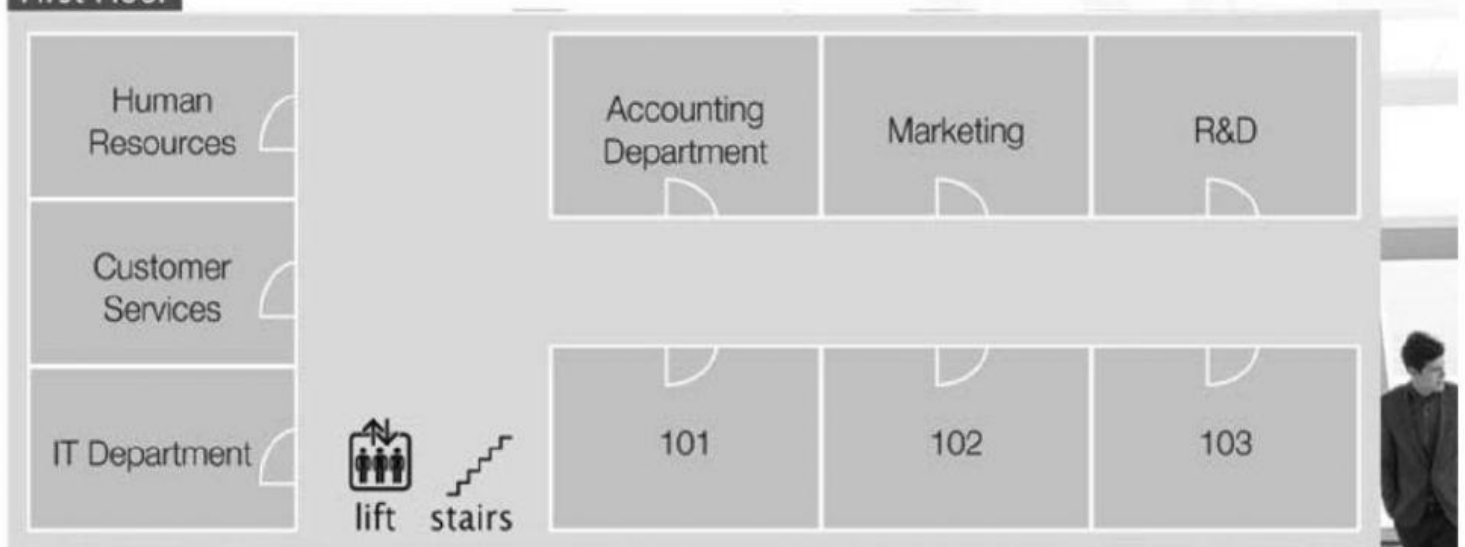
2º Q Ágora High School

UNIT 2 THE OFFICE BUILDING

1

Look at the floor plan and complete the sentences with the words below

First Floor



opposite • go past • at the end of the corridor
on your right • on your left

1. The Accounting Department is Room 101.
2. When you get out of the lift, the IT Department is
3. Room 103 and the R&D Department are
4. When you leave Room 102, Room 103 is
5. When you get out of the lift, Customer Services
and you'll see Human Resources on your left.

The words in bold are in the wrong sentences.
Write them next to the correct sentences.

1. People usually enter a building on the **top floor**.
.....
2. The woman at the **warehouse** desk can tell you where to go.
3. The Financial Director's office is on the 26th floor – that's the **corridor**.
4. We keep our products in the **ground floor**.
.....
5. All people entering the **lift** must wear a white coat and hat.
6. Human Resources is on the first floor, so you can walk up the **reception**.
7. Take the **lobby** to the 9th floor. Mr Carson's office is Room 912.
8. I'll go down to the **stairs** to greet our visitors.
.....
9. The cafeteria is at the end of the **laboratory**.
.....

