LIVEWORKSHEETS — Activity 1: Reading (Staff Notice) — 15 minutes

Instructions: Read the notice. Complete the online tasks.

Text

Staff Notice — Office Updates (Operations & Admin)

We're reorganising desks this month. From Monday, teams are using hot desks on Floor 3. Please arrive 5–10 minutes early to choose a space. IT is installing two new Wi-Fi points this week, so some areas may be noisy.

Our daily stand-up meeting is moving to 10:30 a.m. in Room 3.2. During stand-up, team leads are sharing priorities, blockers, and next actions. Facilities is cleaning shared areas at 1 p.m., so avoid leaving equipment on the tables.

Visitor access stays the same: reception is printing badges, and security is checking IDs at the main entrance. If you're meeting external partners, please email reception one hour in advance.

Finally, the marketing team is launching a product preview on Thursday. Please avoid booking the studio then; they are recording short videos all afternoon. Thanks for your flexibility while we keep improving the space.

Task A — Gist (Multiple Choice)

What's the main purpose?

[ ] A) Announce a party

[ ] B) Explain office changes ← Correct

[ ] C) Hire new staff

Task B — Detail (True/False)

1) Stand-up is at 10:30. [ ] True   [ ] False ← True

2) Hot-desking starts next month. [ ] True   [ ] False ← False

3) Security checks IDs. [ ] True   [ ] False ← True

4) The studio is free on Thursday afternoon. [ ] True   [ ] False ← False

5) IT finished installing Wi-Fi last week. [ ] True   [ ] False ← False

Task C — Vocabulary (Matching)

Match the words to meanings (drag lines/boxes in Liveworksheets).

hot desk → _____ (shared seat)

badge → _____ (visitor pass)

stand-up → _____ (short daily meeting)

blockers → _____ (obstacles)

facilities → _____ (building services)

studio → _____ (recording room)

Task D — Grammar (Present Continuous)

Find 3 examples in the text and rewrite them with 'today'.

Example: IT is installing two new Wi-Fi points today.