

Name: _____

Part 1: Office Scavenger Hunt (Location & Movement)

Look at the office map provided on the screen and complete the sentences below using: **in, on, next to, between, into, or across**

1. The printer is located _____ the desk _____ the finance department.
2. To reach the pantry, you must walk _____ the main lobby.
3. The security post is situated _____ the parking lot from the main entrance.
4. Please put the folders _____ the cabinet _____ the manager's office.
5. The restroom is _____ the meeting room and the elevator.
6. Before the meeting starts, please step _____ the hall and take a seat.

Part 2: The Office Schedule (Time & Deadlines)

Instruksi: Match the office activities with the correct preposition (at, on, in).

Office Activity	Preposition	Time / Date / Period
1. The morning briefing starts...	(____)	A. 2025
2. Submit the monthly report...	(____)	B. Monday morning
3. The SPI audit program began...	(____)	C. 9:00 AM sharp
4. The company anniversary is...	(____)	D. the afternoon
5. We have a team meeting...	(____)	E. March 15th