

Name _____



1. OFFICE ORIENTATION & FINDING YOUR WAY

EXERCISE 1

Complete the following sentences with the correct position.

1. Mr Roberts' _____ always organises meetings for her.
2. The _____ wants to start selling the newsletters in France.
3. The _____ is meeting with his department to discuss ways to help the company make more money.
4. All of the directions make up the _____.
5. We've got a new _____. She's making changes in the structure of the whole company.
6. Mrs Hattyway called all the _____ together to discuss holidays.
7. "I can offer you an excellent price for this product" said the _____.

EXERCISE 2

Write the correct words under each picture.



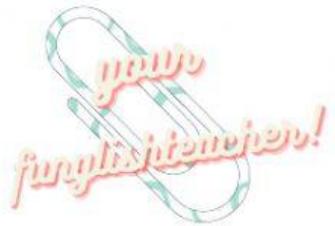
EXERCISE 3

Match the words to their definitions.

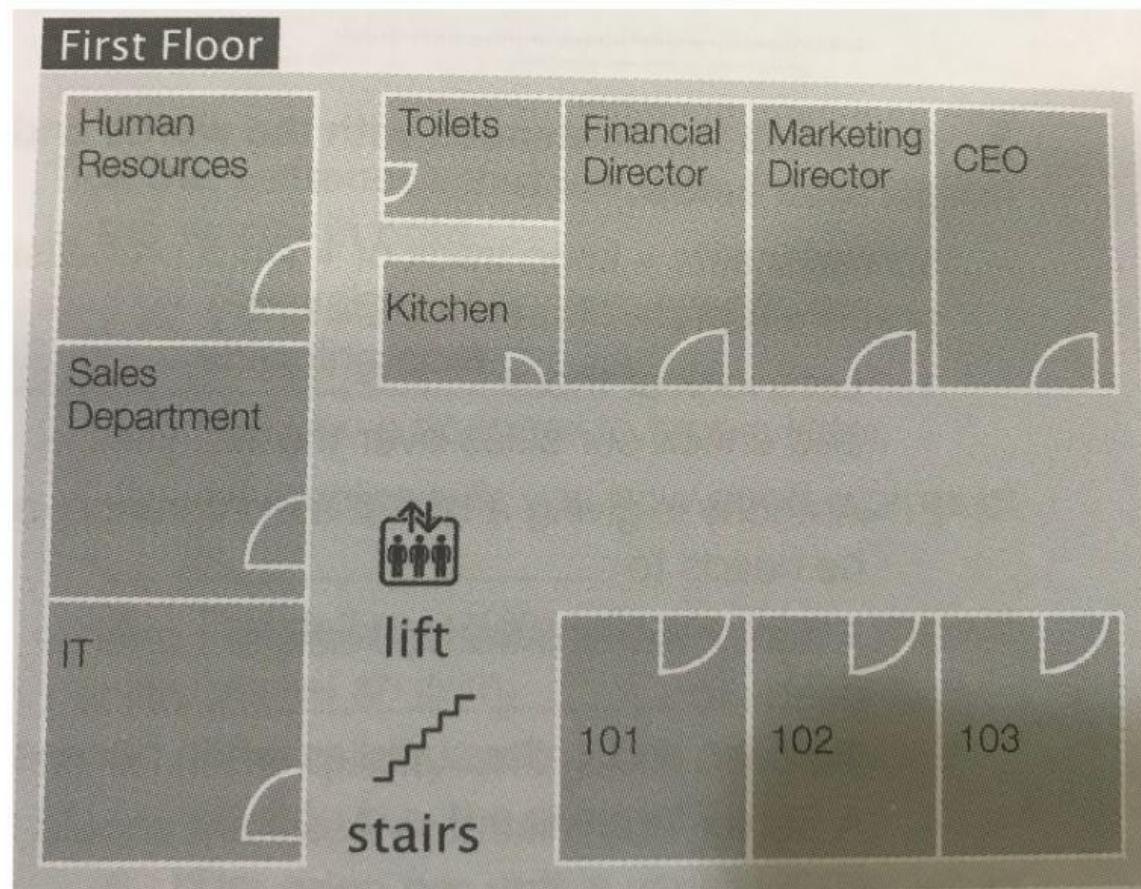
- ___ a. go out of a building.
- ___ b. a place where office supplies are kept.
- ___ c. a room to prepare food and drinks
- ___ d. a room at the entrance of a building
- ___ e. come into a building
- ___ f. a place where people buy food

1. Kitchen
2. cafeteria
3. lobby
4. enter
5. exit
6. stockroom

EXERCISE 4



Look at the floor plan and complete the sentences.



- The Marketing Director's office is _____ the Financial Director's office and the CEO's office.
- The Financial Director's office is _____ Room 101.
- When you get out of the lift, the Sales Department is _____
- Room 103 and the CEO's office are _____.
- When you leave Room 102, you see Room 103 _____.
- _____ the Sales Department and you'll see Human Resources on your left.
- When you exit the lift, the kitchen is _____ you and the toilets are _____ the kitchen.