Name _____

1. OFFICE ORIENTATION & FINDING YOUR WAY

EXERCISE 1

Complete the following sentences with the correct position.

1.Mr Roberts' _____ always organises meeting for her.

2. The _____ wants to start selling the newsweaters 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.

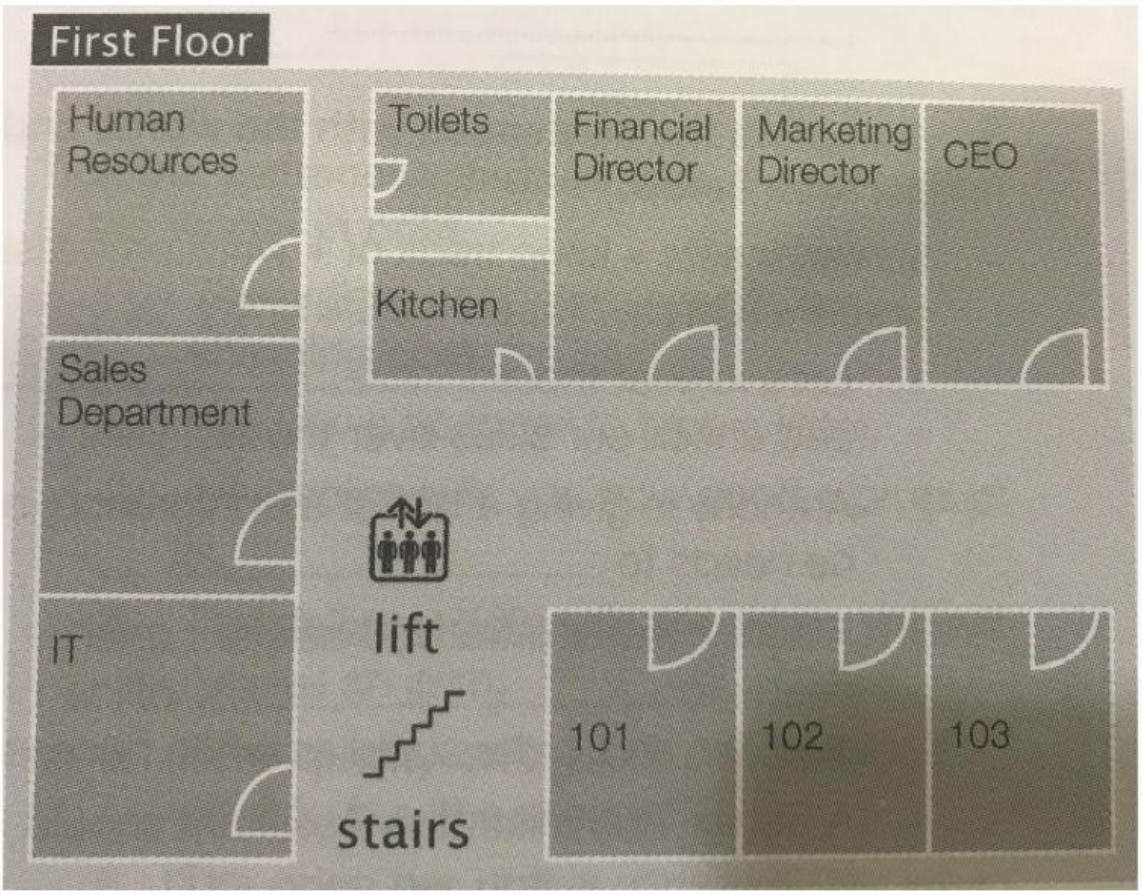
1.Kitchen
2.cafeteria
3.lobby
4.enter
5.exit
6.stockroom

___ 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

LIVEWORKSHEETS

EXERCISE 4

Look at the floor plan and complete the sentences.



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

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LIVEWORKSHEETS