

1. Complete the sentences with the correct form of the verb to be.

- I _____ a personal asistant.
- Tom and I _____ (not) new here.
- The CEO _____ Julia Hopkins.
- You _____ on the 7th floor.
- My office _____ (not) on the 4th floor.

2. Write questions for each answer. Pay attention to the words in bold.

- Mr Morton's office in **on the sixth floor**.
- Julia** is Mr McKenzie's personal assistant.
- No**, the toilets aren't on the ground floor.
- My name is **Ruth Hanson**.
- My appointment is **at 3 o'clock**.

3. Complete the sentences with the correct form of have got.

- We _____ office son the top floor. You can see the whole city from our offices.
- You _____ a big office. Your office is small.
- Rob _____ a sales meeting on 20th August. Please remind him.
- Harry and Luke _____ shelves in their office. They put books and papers on them.
- Millie's office _____ two Windows – only one.
- I _____ time to go to the cafeteria. I'm very busy.

4. Write questions with the Word below and the correct form of *have got*. Then match the questions to the answers below.

Questions

1. you / a pen
2. when / we / the meeting with James
3. the cafeteria / sandwiches
4. Roger / an office on the top floor
5. what / you / for lunch today

Answers

- a. On Wednesday, at 3 o'clock
- b. No, he is on the fifth floor.
- c. A sandwich and a salad.
- d. Yes, do you prefer black or blue?
- e. Yes, but they're not very tasty.

5. Look at the table and complete the sentences with the correct form of *to be* or *have got*.

NAME		ROOM	FLOOR
George Scott	Financial Director	112	1
Liz Evans	Personnel Manager	114	1
Pat O'Brian	Marketing Manager	201	2
Mark Hutton	Operations Director	303	3
Chloe Darwin	Personal Assistant	304	3
	Conference Room	220	2
	Cafeteria	320	3
	Toilets		1&3

1. George Scott _____ the Financial Director.
2. Liz Evans and George Scott _____ office on the first floor.
3. Mark Hutton _____ the Marketing Director. He _____ the Operations Director.
4. Pat O'Brian _____ and office on the second floor.
5. Rooms 303 and 304 _____ on the third floor.
6. The cafeteria _____ on the second floor. It _____ on the third floor.
7. The building _____ a conference room. It _____ on the second floor.
8. The second floor _____ a toilet.

6. Complete the sentences with the correct object pronouns.

1. This is my office. Do you like _____ ?

2. Mrs Thomas, our Marketing Director, is very popular. Everyone likes _____.
3. Please go to Mr King's office. He wants to see _____ ?.
4. Our offices are lovely. Would you like to see _____ ?.
5. Jhon isn't here yet. Should we call _____ ?.
6. I can't find room 202. Can you help _____ ?.
7. We have got an appointment with Miss Lee. Her personal assistant is showing _____ to her room.

7. Complete the sentences with the correct possessive adjectives or possessive pronouns.

1. Harry has got an office on the first floor. _____ Office is very small.
2. I lost my mobile phone, so Lisa let me use _____.
3. I'll call you later. What's _____ telephone number?
4. Peter and I share an office. We are in _____ office right now.
5. Paul likes his job, but his administrative assistants don't like _____.
6. I got your e-mail, but you didn't get _____.
7. The accounts assistants work very hard. _____ supervisor is very pleased.
8. I can't get into the office. I can't find _____ key.
9. Have you got a new car? Is this beautiful car _____ ?.
10. Mrs Parks has got a corner office. _____ office has got two big windows.