A Complete the questions with the correct word.

1 Where _____ the gym?
2 _____ the office have a kitchen area?
3 What time _____ you usually take a break?
4 What _____ the canteen's opening times?
5 How long _____ your lunch break?
6 _____ you usually work from home on Friday?
7 _____ the office have a space for relaxing?
8 _____ often do you book a meeting room?

B Match the answers (a–h) with the questions (1–8) in Exercise 4A.

a About 11.00 a.m.
b Yes, I do.
c On the second floor.
d 10.00 a.m. to 6.00 p.m. every day.
e Yes, it does.
f About forty-five minutes.
g About two or three times a week.
h Yes, it has a quiet room with sofas.

LIVEWORKSHEETS