

OFFICE VOCABULARY

Complete the sentences with one of the words in the box:

boardroom	boss	cafeteria	co-workers
cubicle	department	desk	elevator
meeting	office supplies	office supply room	
photocopier	presentation	receptionist	restroom
stairs	water cooler		

Ana: Hello, Roger, nice to meet you. My name's Ana and I'm the office Administrator.

Roger: Hello, Ana, nice to meet you too.

Ana: Well, let me show you the place. I hope you enjoy it. First, I want you to meet your new colleague, Jenny.

Roger: Hm, where is she?

Ana: Oh no, she's not here! She is never at her _____, I will complain to her _____ haha, just kidding! Well, let's move on!

Roger: Let's go!

Ana: On the 12th floor there are only office rooms. So, if you want to go to the _____ it's easier to take the _____ to the 13th floor. But to take your badge, you need to go the Security _____ on the 5th floor. In this case, it's easier to take the _____ at the end of the corridor. Oh, on this floor there's also a _____, but we can't go there because there is a _____ happening right now.

Lisa: Hey, Ana, excuse me. Can you help me here, please? It's urgent!

Ana: I'm coming, Lisa, hold on a second. I'm showing the office to our new colleague.

Roger: Don't worry! I handle myself.

Ana: Are you sure?

Roger: Yes, I'll wait for Jenny!

Ana: Okay, sorry! But I'll just show you a few more things. This is your _____, I'm sorry it's so small, but, you're lucky, because there's a _____ next to you, so you can drink water all day long. And if you need, you can find all the _____ in the _____ opposite the reception. Oh, and there is also a _____ in there. I think you'll need it because the HR will ask for copies of your documents. Later, ask Carol, the _____, to show you the _____ so you can have your lunch there. Okay?

Roger: Thank you so much.

Ana: And before I forget, all the employees must watch a _____ on the first Monday of the semester - which is today - at 4 PM. If you don't find me in the Admin Office, the room on the left, please ask your _____ how to get to the auditorium.

Roger: Thank you, Ana.

Ana: See you soon, Roger.