

noise / department / courses / floor / section / customer services / computers / managers / fourth

Jane: Through these doors is our _____. As you can see on this floor of the office the design is open plan. It is just one big room with no barriers between all the desks.

Simon: Is it like this on every floor in the office?

Jane: On most, it is. But in the _____ department on the floor above us, each member of the department works in a cubicle, where staff are separated by a thin wall from each other to reduce _____ and have some privacy.

Simon: Are there no offices?

Jane: Yes, there are a few offices on each _____. These separate and private rooms are only for the _____ of each department.

On this floor there are 3 different departments. So the floor is divided into three different sections. The _____ for the marketing department where I work is to the right of us.

So, let's go up to the _____ floor where we are having the meeting. It's quicker to take the stairs and walk up from here.

1 minute later

Jane: So this section of the floor is for meetings and training. As you can see there are separate rooms. This one is a training room, where we do training and have our _____. To your right is the server room, where the _____ which run the computer network in the office are.

And this one is the meeting room where we will be having today's meeting in.

Simon: Where are the toilets? I think I need to go before the meeting starts.

Jane: They are along the corridor in front of the lift.

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