

# NEW OFFICE

## LISTEN AND COMPLETE THE NOTES:

Company hired <sup>1</sup> \_\_\_\_\_ new employees last month, need to move to <sup>2</sup> \_\_\_\_\_, \_\_\_\_\_ offices.

### Thursday:

- Everyone in the office: <sup>3</sup> \_\_\_\_\_ a.m.
- Desk items in boxes. Boxes stay in <sup>4</sup> \_\_\_\_\_.
- No staff in office after <sup>5</sup> \_\_\_\_\_.

### Friday:

- Morning – no work. Arrival time – <sup>6</sup> \_\_\_\_\_.
- Employees find desks – don't <sup>7</sup> \_\_\_\_\_ desks!
- Items on new desks.
- <sup>8</sup> \_\_\_\_\_ – party for new office.

**6A** Write instructions about the notes in Exercise 5A. Use the words and phrases in the box.



arrive find (x2) join not change not come not stay put

- 1 Thursday: Please \_\_\_\_\_ at the office by 9.00 a.m.
- 2 \_\_\_\_\_ all desk items in boxes.
- 3 Thursday: \_\_\_\_\_ in the office after 12.30 p.m.
- 4 \_\_\_\_\_ to work on Friday morning.
- 5 \_\_\_\_\_ your new desk and please \_\_\_\_\_ it!
- 6 You can \_\_\_\_\_ your office items on your new desk.
- 7 Please \_\_\_\_\_ us for a celebration at 6.00 p.m.