

Complete the notes below.

Write ONE WORD ONLY for each answer.

OFFICE DESIGN

Early 20th Century

- workers employed to do 31 _____ were arranged in rows

1960s to present

Variations in design of open-plan offices:

- first, workers had individual 32 _____
- later, they had cubicles with high or low 33 _____
- nowadays, workers may have to 34 _____ a work area

Survey results

Attitudes of employees to open-plan designs:

- there is a lack of 35 _____ and 36 _____
- they pose a risk to our 37 _____ (staff records support this)

Attitudes of employers to open-plan designs:

- they significantly reduce rent and 38 _____ costs
- they improve teamwork and communication
- they can make 39 _____ staff easier

In reality, employees are unhappy and they are often distracted by the 40 _____ in the office.