

## English Revision: Term 2 - Administration

Vocabulary, the hours & comparatives and superlatives adjectives

### Vocabulary: The office & giving directions

1. Translate the following words and sentences into Spanish:

#### Words

1. reception → \_\_\_\_\_
2. conference room → \_\_\_\_\_
3. corridor → \_\_\_\_\_
4. ground floor → \_\_\_\_\_
5. top floor → \_\_\_\_\_
6. lift → \_\_\_\_\_
7. stairs → \_\_\_\_\_
8. warehouse → \_\_\_\_\_
9. go straight → \_\_\_\_\_
10. between → \_\_\_\_\_
11. opposite → \_\_\_\_\_
12. turn left → \_\_\_\_\_



#### Sentences

13. Go straight and turn right.  
→ \_\_\_\_\_
14. The office is on the ground floor, next to the reception.  
→ \_\_\_\_\_
15. The conference room is opposite the manager's office.  
→ \_\_\_\_\_

16. Go past the cafeteria and turn left at the end of the corridor.

→ \_\_\_\_\_

17. The restroom is between the stockroom and the warehouse.

→ \_\_\_\_\_

18. Take the lift to the top floor.

→ \_\_\_\_\_

19. When you enter the building, the reception is in front of you.

→ \_\_\_\_\_

20. Go up the stairs and turn right.

→ \_\_\_\_\_

## 2. Match the vocabulary with its translation

- |                   |                          |
|-------------------|--------------------------|
| 1. behind         | a. enfrente de           |
| 2. between        | b. girar a la derecha    |
| 3. opposite       | c. detrás de             |
| 4. turn right     | d. entre                 |
| 5. in front of    | e. al final              |
| 6. turn left      | f. pasar de largo        |
| 7. up             | g. girar a la izquierda  |
| 8. down           | h. a tu izquierda        |
| 9. at the end     | i. arriba / hacia arriba |
| 10. go past       | j. delante de            |
| 11. on your left  | k. abajo / hacia abajo   |
| 12. on your right | l. subir                 |



**3. Choose the correct option to complete each situation.**

1. A visitor enters the building for the first time and wants to ask for information about offices and meetings. The first place they need to go to is the \_\_\_\_\_, where someone can help them and give directions.

- ☐ warehouse
- ☐ reception
- ☐ restroom
- ☐ stockroom

2. The meeting is on the third floor and starts in five minutes. The person is in a hurry and does not want to walk up many steps, so it is better to take the \_\_\_\_\_ instead of the stairs.

- ☐ cafeteria
- ☐ corridor
- ☐ lift
- ☐ ground floor

3. You are walking along the corridor and you see the cafeteria on your right. The office you are looking for is not there yet, so you must \_\_\_\_\_ the cafeteria and continue walking straight.

- ☐ go past
- ☐ turn left
- ☐ enter
- ☐ go straight

4. The manager's office and the conference room are facing each other on opposite sides of the corridor. This means the conference room is \_\_\_\_\_ the manager's office.

- ☐ behind
- ☐ between
- ☐ opposite
- ☐ at the end

5. You are giving directions to a new worker in the building. You say: "Go straight along the corridor and then \_\_\_\_\_ at the corner to arrive at the office."

- ☐ enter
- ☐ turn left
- ☐ go past
- ☐ exit

6. The photocopier room is in the middle of two rooms, not at the beginning or at the end of the corridor. It is exactly in the centre, with one room on each side. It is \_\_\_\_\_ the stockroom and the restroom.

- ☐ opposite
- ☐ behind
- ☐ down
- ☐ between

4. Complete each sentence using the correct word or expression from the box.

**Words & expressions:**

between – lift – on your right – ground floor – corridor – opposite – turn left – reception – stairs – at the end – go straight – restroom – behind – top floor – conference room – on your left – turn right

*(Some words can be used more than once.)*

A. When you enter the building for the first time, the \_\_\_\_\_ is just in front of you. This is where visitors ask for information.

B. The meeting is not downstairs. It is on the \_\_\_\_\_, so you need to go up.

C. If the lift is not working today, you can use the \_\_\_\_\_ to go to the next floor.

D. Walk along the \_\_\_\_\_ and look at the offices on both sides until you arrive at the end.

E. The \_\_\_\_\_ is next to the cafeteria, so you can go there during your break.

F. After you leave the reception, \_\_\_\_\_ and continue walking until you see the conference room.

G. The conference room is \_\_\_\_\_ the manager's office. They are facing each other.

H. The photocopier room is \_\_\_\_\_ the stockroom and the restroom, not at the beginning or at the end.

I. Go down the corridor and you will find the lift \_\_\_\_\_.

J. When you exit the lift, \_\_\_\_\_ and the office will be \_\_\_\_\_.



## Grammar: Telling the time

### Telling the time

It's ... o'clock

It's five to ...

It's five past ...

It's ten to ...

It's ten past ...

It's (a) quarter to ...

It's (a) quarter past ...

It's twenty to ...

It's twenty past ...

It's twenty-five to ...

It's twenty-five past ...

It's half past ...

|                                   |                                   |
|-----------------------------------|-----------------------------------|
| 2:00 - It's two o'clock.          | 2:30 - It's half past two.        |
| 2:05 - It's five past two.        | 2:35 - It's twenty-five to three. |
| 2:10 - It's ten past two.         | 2:40 - It's twenty to three.      |
| 2:15 - It's quarter past two.     | 2:45 - It's quarter to three.     |
| 2:20 - It's twenty past two.      | 2:50 - It's ten to three.         |
| 2:25 - It's twenty-five past two. | 2:55 - It's five to three.        |

We use AT + TIME when giving the time of a specific event.

- The class starts at nine o'clock.
- The flight leaves at ten to three.

We use IT IS or IT'S to answer a question that asks for the time right now.

What time is it? - It is half past four.

What's the time? - It's twenty to five.

[www.grammar.cl](http://www.grammar.cl) [www.woodwardenglish.com](http://www.woodwardenglish.com) [www.vocabulary.cl](http://www.vocabulary.cl)

### Exercise 1: Write the time in words.

- 1) 12:10 → \_\_\_\_\_
- 2) 18:35 → \_\_\_\_\_
- 3) 07:45 → \_\_\_\_\_
- 4) 14:20 → \_\_\_\_\_
- 5) 09:05 → \_\_\_\_\_
- 6) 21:50 → \_\_\_\_\_
- 7) 16:15 → \_\_\_\_\_
- 8) 11:40 → \_\_\_\_\_
- 9) 13:30 → \_\_\_\_\_
- 10) 08:55 → \_\_\_\_\_

**Exercise 2: Choose the correct option.**

**18:35**

- ☐ twenty-five past six
- ☐ half past six
- ☐ twenty-five to seven
- ☐ twenty to seven

**21:50**

- ☐ ten past nine
- ☐ quarter to ten
- ☐ ten to ten
- ☐ ten to nine

**16:15**

- ☐ half past four
- ☐ quarter past four
- ☐ four o'clock
- ☐ quarter to four

**12:10**

- ☐ twenty past twelve
- ☐ ten past twelve
- ☐ twelve o'clock
- ☐ ten to twelve

**14:20**

- ☐ twenty to two
- ☐ twenty past two
- ☐ quarter past two
- ☐ twenty past four

**11:40**

- ☐ twenty past eleven
- ☐ quarter to twelve
- ☐ twenty to twelve
- ☐ twenty to eleven

**07:45**

- ☐ quarter past seven
- ☐ half past seven
- ☐ eight o'clock
- ☐ quarter to eight

**09:05**

- ☐ five to nine
- ☐ nine o'clock
- ☐ ten past nine
- ☐ five past nine

**08:55**

- ☐ quarter to nine
- ☐ five to nine
- ☐ five past nine
- ☐ ten to nine

**Exercise 3: Write the time in numbers.**

1. quarter to seven → \_\_\_\_\_
2. ten past twelve → \_\_\_\_\_
3. twenty-five past six → \_\_\_\_\_
4. five to nine → \_\_\_\_\_
5. half past one → \_\_\_\_\_
6. quarter past four → \_\_\_\_\_
7. twenty to eleven → \_\_\_\_\_
8. ten to ten → \_\_\_\_\_
9. five past eight → \_\_\_\_\_
10. quarter to two → \_\_\_\_\_

## Grammar; Comparatives & Superlatives

### Comparatives & Superlatives Explained:

#### COMPARATIVES:

tall → taller  
nice → nicer  
big → bigger  
good → better  
bad → worse

#### SUPERLATIVES:

tall → tallest  
nice → nicest  
big → biggest  
good → best  
bad → worst



#### 1. Complete with the comparative form

1. Working in an office is \_\_\_\_\_ than working in a factory. (*quiet*)
2. This computer is \_\_\_\_\_ than the old one we used last year. (*fast*)
3. Taking the lift is \_\_\_\_\_ than using the stairs when you are in a hurry. (*easy*)
4. Mondays are usually \_\_\_\_\_ than Fridays at work. (*stressful*)
5. This task is \_\_\_\_\_ than the one we did yesterday. (*simple*)
6. Emails are \_\_\_\_\_ than phone calls for long information. (*useful*)
7. The new schedule is \_\_\_\_\_ than the previous one. (*good*)
8. The warehouse is \_\_\_\_\_ than the office area. (*cold*)
9. This exercise is \_\_\_\_\_ than the last one, but you can do it. (*difficult*)
10. Working in a team is often \_\_\_\_\_ than working alone. (*effective*)

#### 2. Complete with the superlative form:

1. Safety is \_\_\_\_\_ thing in the factory. (*important*)
2. This is \_\_\_\_\_ meeting of the week. (*long*)

3. Monday is \_\_\_\_\_ day for emails. (*busy*)
4. This machine is \_\_\_\_\_ one in the whole factory. (*dangerous*)
5. The reception is \_\_\_\_\_ place to ask for information. (*good*)
6. This is \_\_\_\_\_ office in the building. (*quiet*)
7. Wearing protective equipment is \_\_\_\_\_ rule of all. (*necessary*)
8. Today is \_\_\_\_\_ day of the month at work. (*cold*)
9. That was \_\_\_\_\_ task we had to complete. (*easy*)
10. This is \_\_\_\_\_ building in the company. (*big*)

### 3. Mixed forms:

### 4. Choose the correct form of the answer

1. Giovanni's car is **bigger / the biggest than** his friend's car.
2. Who is **shorter than / the shortest** person in your family?
3. Who is **more independent than / the most independent** person you know?
4. These sofas are **more comfortable than / the most comfortable** ours.
5. My brother is **taller than / the tallest** in the class.
6. Is Daniele's dog **older than / the oldest** yours?
7. Who is **the best / better than** singer in the world?
8. We are **younger than / the youngest** the rest of the class.
9. My hair is **the straightest / straighter than** your hair.
10. He is **more popular / the most popular** singer in the world