

2

The Office Building



> Getting Started: Vocabulary (page 139)

1 09 Read the sign. Answer the questions.

THE PARKVIEW BUILDING	
5 th floor	Cafeteria
4 th floor	High Tech IT Human Resources – Room 412 Research and Development – Room 413 Managing Director – Room 414
3 rd floor	Everest Electrical Supplies Customer Service Managing Director – Room 311 Financial Director – Room 313 Marketing and Sales Director – Room 314
2 nd floor	Starways Imports Managing Director – Room 201 Sales Director – Room 203 Marketing Director – Room 204
1 st floor	Starways Imports IT Department Accounting Department Financial Director – Room 102
Ground floor	Reception
-1	Car park



- You've got an interview for a job at High Tech IT. Which floor and which room do you go to?
.....
- Your boss sends you to collect a lamp she ordered from Everest Electrical Supplies. Which floor do you go to? Which department?
.....
- You're meeting the Managing Director of Starways Imports. Where will you park your car?
.....
- Your colleague asks if you want anything from the top floor. What are they asking you?
.....
- You need a security pass to get into the lift. Where do you go? Which floor?
.....

2 Work in pairs. Take turns to say a room number from the Parkview Building to your partner. Your partner says who works in that room, which company they work for and which floor it is on.

Room 314.

The Marketing and Sales Director for Everest Electrical Supplies works there. It's on the third floor.

Tip!

In the UK, you enter a building on the ground floor and you go up to the first floor. In the US, you enter a building on the first floor and go up to the second floor.

3 10 Listen to three mini-dialogues. For each of the sentences, write T (true), F (false) or DS (doesn't say).

Conversation 1:

..... 1. The men's toilet is on the second floor.

Conversation 2:

..... 2. The conference room is room 221.

..... 3. The person who asks for directions takes the lift.

Conversation 3:

..... 4. Mr French has got a meeting now.

..... 5. Mr French is making tea right now.

4 10 Look at the expressions from the mini-dialogues in Exercise 3. Circle the correct word to complete each one. Then listen and check your answers.

- Excuse me / you, where's the men's toilet?
- It's over there / stairs.
- Is the conference room in / on this floor?
- It's in / on the 2nd floor.
- It's floor / room 231.
- Why don't / not you take the lift?
- Do you know / see where Mr French is?
- He's in / on the kitchen.
- Thanks there / very much.

Your Turn

In pairs, write three mini-dialogues asking where people or places are in an office. Use the expressions from Exercise 4, but change the words that aren't in colour. Practise your mini-dialogues.