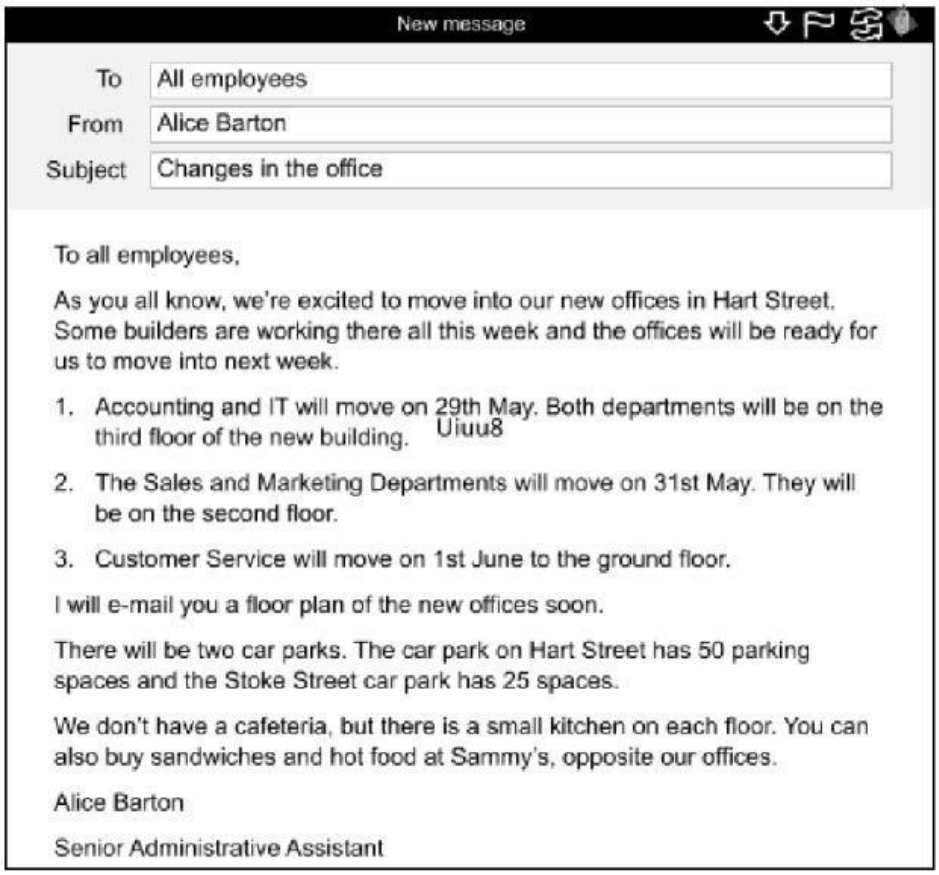
IES PABLO PICASSO 1º GAD TERM 1 READING TEST 1

NAME:

Read the e-mail. Then answer the questions below.



New message

To: All employees

From: Alice Barton

Subject: Changes in the office

To all employees,

As you all know, we're excited to move into our new offices in Hart Street. Some builders are working there all this week and the offices will be ready for us to move into next week.

1. Accounting and IT will move on 29th May. Both departments will be on the third floor of the new building. Uiuu8
2. The Sales and Marketing Departments will move on 31st May. They will be on the second floor.
3. Customer Service will move on 1st June to the ground floor.

I will e-mail you a floor plan of the new offices soon.

There will be two car parks. The car park on Hart Street has 50 parking spaces and the Stoke Street car park has 25 spaces.

We don't have a cafeteria, but there is a small kitchen on each floor. You can also buy sandwiches and hot food at Sammy's, opposite our offices.

Alice Barton

Senior Administrative Assistant

1 Where will these departments be in the new building?

1. Accounting .....
2. Sales .....
3. IT .....
4. Marketing .....
5. Customer Service .....

LIVEWORKSHEETS

2 Complete the sentences.

1. There are ..... at the new offices now.
2. ..... and ..... will be the first departments to move.
3. Alice is going to send everyone the ..... soon.
4. The company will have a total of ..... parking spaces after they move.
5. There is no ..... in the new offices.

LIVEWORKSHEETS