

## EXERCISE 6

*Listen to the first part of the audio again. Complete the paragraph with the correct words.*

Welcome to the \_\_\_\_\_. Let me introduce myself. My name is Sandra Field and I work in the main \_\_\_\_\_ here. I'm going to show you round the building this morning. We are now in the main \_\_\_\_\_. This is the reception here and that is the main office. You can go there if you have any questions or problems. These are the \_\_\_\_\_ on the left of the reception and those are the \_\_\_\_\_ over there in the corner. Here on the ground floor there is also a room for students and a \_\_\_\_\_. For those of you who drive, there are two large \_\_\_\_\_ to the right and left of the main \_\_\_\_\_. But you must arrive early to find a place to park. The car parks are usually full by nine o'clock.