

REVIEW

2º Q Ágora High School

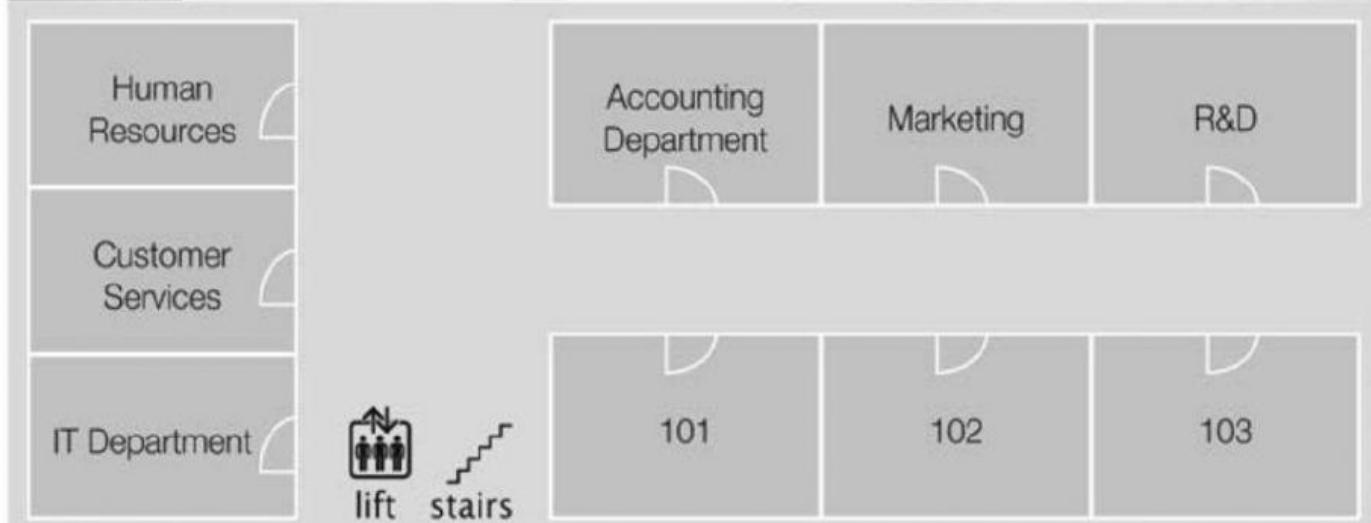
OFFICE ADMINISTRATION

UNIT 2 THE OFFICE BUILDING

1

Look at the floor plan and complete the sentences with the words below

First Floor



opposite • go past • at the end of the corridor
on your right • on your left

1. The Accounting Department is Room 101.
2. When you get out of the lift, the IT Department is
3. Room 103 and the R&D Department are
4. When you leave Room 102, Room 103 is
5. When you get out of the lift, Customer Services
and you'll see Human Resources on your left.

**The words in bold are in the wrong sentences.
Write them next to the correct sentences.**

2

1. People usually enter a building on the **top** floor.
.....
2. The woman at the **warehouse** desk can tell you where to go.
.....
3. The Financial Director's office is on the 26th floor – that's the **corridor**.
.....
4. We keep our products in the **ground** floor.
.....
5. All people entering the **lift** must wear a white coat and hat.
.....
6. Human Resources is on the first floor, so you can walk up the **reception**.
.....
7. Take the **lobby** to the 9th floor. Mr Carson's office is Room 912.
.....
8. I'll go down to the **stairs** to greet our visitors.
.....
9. The cafeteria is at the end of the **laboratory**.
.....

