

# Parts of the office

Label the pictures.

Restrooms - waiting area - reception desk - open plan - manager's office - conference room



# Notice to All Employees:

The office is currently under construction. We are converting from **open plan** to private offices. We apologize for any inconvenience. Please take note of the following changes:

The side **entrance** is unavailable during the renovations. Please use the main entrance. Do not use the **fire exit** unless there is an emergency. The fire exit door triggers the fire alarm.

The **waiting area** and **reception desk** are still accessible. The **break room** will be closed on Friday. Please remove all food from the refrigerator. The **conference room** is now open for breaks.

The upstairs **restrooms** are closed. Please use the restrooms in the **lobby** instead.

Please bring all questions to the **manager's office**. Thank you!

Read the notice about construction in an office. Then, choose the correct answers.

- What is the main purpose of the note?
  - to caution employees about possible hazards during construction
  - to explain how the office layout will change after construction
  - to request employee feedback about the renovation process
  - to provide information about what rooms are unavailable
- Which area will be inaccessible during the renovations?
  - the upstairs restrooms
  - the waiting area
  - the lobby restrooms
  - the conference room
- Which of the following will NOT close during construction?
  - the side entrance
  - the break room
  - the reception desk
  - the upstairs restrooms

## Match the words or phrases (1-8) with the definitions (A-H)

- \_\_\_ restroom
- \_\_\_ entrance
- \_\_\_ fire exit
- \_\_\_ open plan
- \_\_\_ lobby
- \_\_\_ break room
- \_\_\_ waiting area
- \_\_\_ conference room

- a room with toilet facilities
- the door people use to enter and exit
- a room for meetings and other office gatherings
- an office layout with one large room
- an open area inside a building's main doors
- an emergency exit for use in case of fire
- a seating area where clients wait for appointments
- a room where employees eat lunch and take breaks

Read the sentence pairs. Choose which word or phrase best fits each blank.

- reception desk / conference room**
  - Meetings are held in the \_\_\_\_\_.
  - Clients and visitors check in at the \_\_\_\_\_.
- manager's office / open plan**
  - Our office doesn't have private rooms, we have a(n) \_\_\_\_\_.
  - The employee spoke to her boss in the \_\_\_\_\_.