

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.

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

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

- 1 ____ restroom
- 2 ____ entrance
- 3 ____ fire exit
- 4 ____ open plan
- 5 ____ lobby
- 6 ____ break room
- 7 ____ waiting area
- 8 ____ conference room

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

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

1 reception desk / conference room

A Meetings are held in the _____.
B Clients and visitors check in at the _____.

2 manager's office / open plan

A Our office doesn't have private rooms, we have a(n) _____.
B The employee spoke to her boss in the _____.