

## OFFICE VOCABULARY

Complete the sentences with one of the words in the box:

|             |                 |                    |            |
|-------------|-----------------|--------------------|------------|
| boardroom   | boss            | cafeteria          | co-workers |
| cubicle     | department      | desk               | elevator   |
| meeting     | office supplies | office supply room |            |
| photocopier | presentation    | receptionist       | restroom   |
| stairs      | water cooler    |                    |            |

**Ana:** Hello, Roger, nice to meet you. My name's Ana and I'm the office Administrator.

**Roger:** Hello, Ana, nice to meet you too.

**Ana:** Well, let me show you the place. I hope you enjoy it. First, I want you to meet your new colleague, Jenny.

**Roger:** Hm, where is she?

**Ana:** Oh no, she's not here! She is never at her \_\_\_\_\_, I will complain to her \_\_\_\_\_ haha, just kidding! Well, let's move on!

**Roger:** Let's go!

**Ana:** On the 12<sup>th</sup> floor there are only office rooms. So, if you want to go to the \_\_\_\_\_ it's easier to take the \_\_\_\_\_ to the 13<sup>th</sup> floor. But to take your badge, you need to go the Security \_\_\_\_\_ on the 5<sup>th</sup> floor. In this case, it's easier to take the \_\_\_\_\_ at the end of the corridor. Oh, on this floor there's also a \_\_\_\_\_, but we can't go there because there is a \_\_\_\_\_ happening right now.

**Lisa:** Hey, Ana, excuse me. Can you help me here, please? It's urgent!

**Ana:** I'm coming, Lisa, hold on a second. I'm showing the office to our new colleague.

**Roger:** Don't worry! I handle myself.

**Ana:** Are you sure?

**Roger:** Yes, I'll wait for Jenny!

**Ana:** Okay, sorry! But I'll just show you a few more things. This is your \_\_\_\_\_, I'm sorry it's so small, but, you're lucky, because there's a \_\_\_\_\_ next to you, so you can drink water all day long. And if you need, you can find all the \_\_\_\_\_ in the \_\_\_\_\_ opposite the reception. Oh, and there is also a \_\_\_\_\_ in there. I think you'll need it because the HR will ask for copies of your documents. Later, ask Carol, the \_\_\_\_\_, to show you the \_\_\_\_\_ so you can have your lunch there. Okay?

**Roger:** Thank you so much.

**Ana:** And before I forget, all the employees must watch a \_\_\_\_\_ on the first Monday of the semester - which is today - at 4 PM. If you don't find me in the Admin Office, the room on the left, please ask your \_\_\_\_\_ how to get to the auditorium.

**Roger:** Thank you, Ana.

**Ana:** See you soon, Roger.