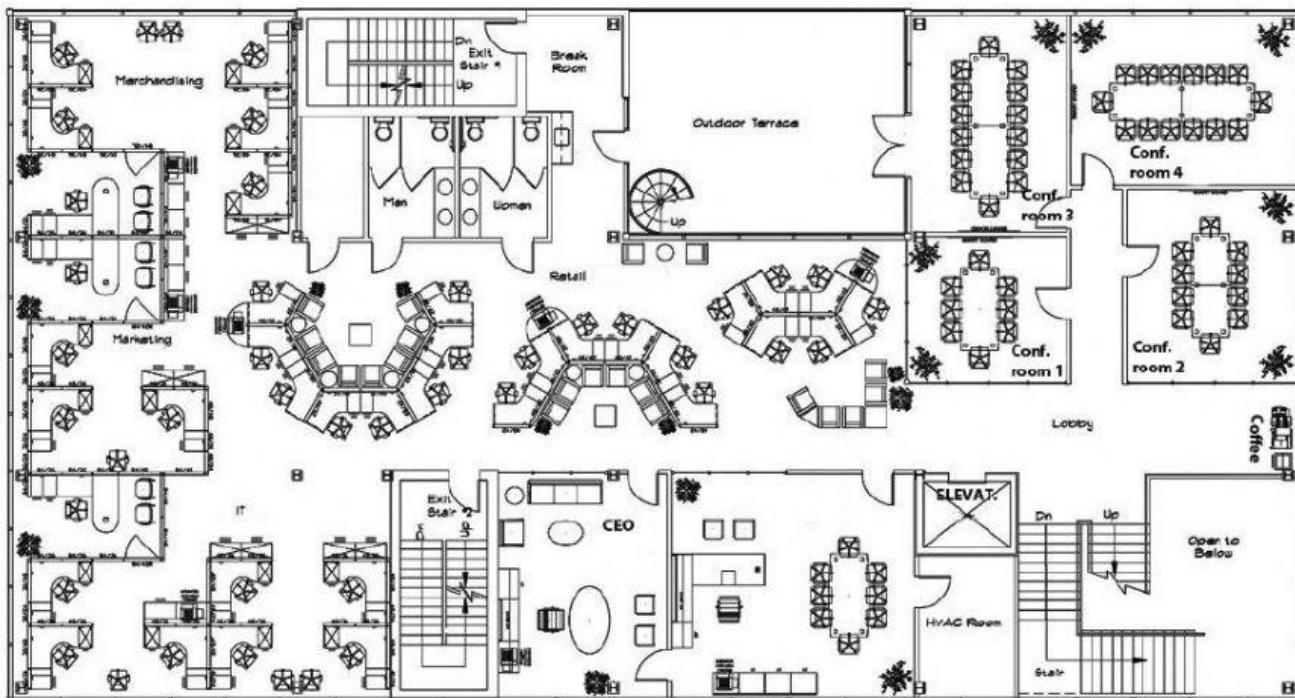


A. Write the correct word(s) next to the description:

1. Small spoon t \_\_\_\_\_
2. In the US, it's the first floor g \_\_\_\_\_ (2 words)
3. A person who works in a company e \_\_\_\_\_
4. Room where you make food k \_\_\_\_\_
5. The first place visitors go to when they visit an office building r \_\_\_\_\_
6. Room where you store your product s \_\_\_\_\_
7. Building where we keep lots of products w \_\_\_\_\_
8. Person in charge of a company C \_\_\_\_\_ (3 words)
9. Person who hires or fires employees H \_\_\_\_\_ (3 words)
10. Person who looks after the company's computers H \_\_\_\_\_ (3 words)
11. Person who manages the company's money F \_\_\_\_\_ (2 words)
12. Person who deals with customers' complaints C \_\_\_\_\_ (3 words)
13. Where you park your car c \_\_\_\_\_ (2 words)



B. Explain how to get from the elevator to:

1. Conference room #3
2. The CEO's office
3. Merchandising
4. Women's toilet

C. Choose (click on) the correct word(s):

Franco Martínez *are / is* the CEO of Webplan, and it is *a / the* successful internet company. Webplan *employs / employer* 5,000 people in Asia and Europe. Mr Martinez *always / does* arrives in the office at 8am. He has a glass of water because he *not / doesn't* drink tea or coffee. Then he *read / reads* his emails. He has a meeting with *a / the* marketing department at 10am every day.

He doesn't often *has / have* lunch. He has a sandwich at his desk. In *the / an* afternoon he meets the design team. The employees at Webplan never *don't work / work* after 6pm.

D. Complete the information with these phrases (drag and drop)

It employs	It's a	It's based in	It sells
The company is called			It has offices in
1.		Raven Ltd.	
2.		Bristol, in the UK.	
3.		Europe and the USA.	
4.		retail company.	
5.		clothes.	
6.		120 people.	

E. Looking at the office plan in exercise B, can you describe the company's structure? Write an email to a potential client with the description. You can use invented names.

F. Si necesitas más espacio para el ejercicio B, hazlo aquí: