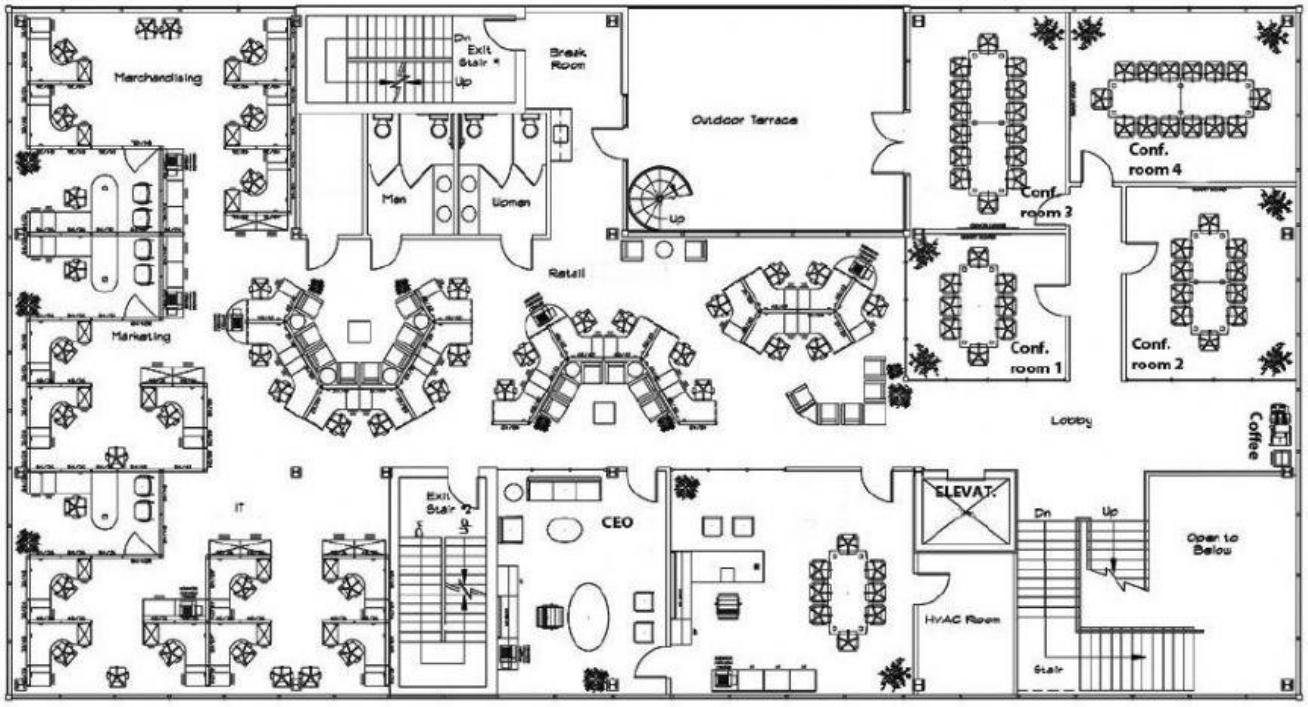
A. Write the correct word(s) next to the description:

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: