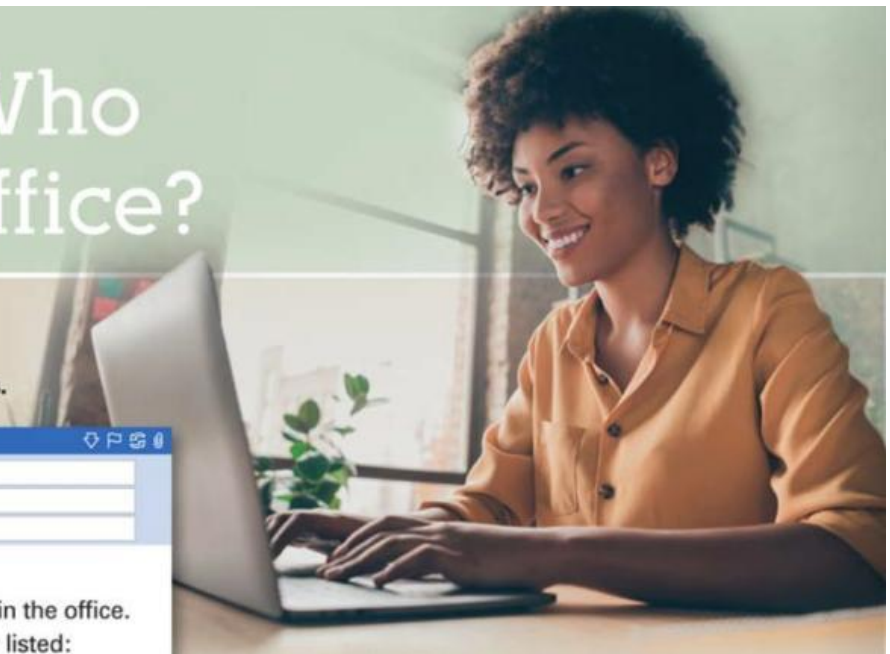
1 Who's Who in the Office?



Getting Started: Vocabulary (page 138)

1 Read the e-mail. Answer the questions.

New message

To <all_employees>
From Alicia_Livingstone
Subject Changes in office

To All Employees,

As you know, we are making some changes in the office. The following people are moving to the floor listed:

Third floor:
- Mr Bradley, Managing Director
- Ms Gilmore, Head of Marketing

Second floor:
- Mrs Mortimer, Director of Human Resources
- Mr Robertson, Financial Director

The IT Department is moving to the first floor. The Accounting Department is staying on the second floor.

Best wishes,
Alicia Livingstone
Senior Administrative Assistant

1. Who is the e-mail from?
2. What is her job?
3. Who is the e-mail for?
4. Where is Ms Gilmore moving?
5. Which department isn't moving?

NK! Why do we use Mr, Mrs and Ms?

LIVEWORKSHEETS