

NEW OFFICE

LISTEN AND COMPLETE THE NOTES:

Company hired ¹ _____ new employees last month, need to move to ² _____, _____ offices.

Thursday:

- Everyone in the office: ³ _____ a.m.
- Desk items in boxes. Boxes stay in ⁴ _____.
- No staff in office after ⁵ _____.

Friday:

- Morning – no work. Arrival time – ⁶ _____.
- Employees find desks – don't ⁷ _____ desks!
- Items on new desks.
- ⁸ _____ – party for new office.

6A Write instructions about the notes in Exercise 5A. Use the words and phrases in the box.



arrive find (x2) join not change not come not stay put

- 1 Thursday: Please _____ at the office by 9.00 a.m.
- 2 _____ all desk items in boxes.
- 3 Thursday: _____ in the office after 12.30 p.m.
- 4 _____ to work on Friday morning.
- 5 _____ your new desk and please _____ it!
- 6 You can _____ your office items on your new desk.
- 7 Please _____ us for a celebration at 6.00 p.m.