

**1**

Read the e-mail. Then write T (true), F (false) or DS (doesn't say) next to the sentences below.

**From:** Maxine Fields  
**To:** Production Team  
**Subject:** Company News

Hi everyone,

The Maintenance Department is replacing the air-conditioners on the top floor this week, so the Human Resources Department is sitting in room 109 on the ground floor. They will be back in their offices on the top floor next Monday.

As you know, our company is growing and we are hiring new staff. I am pleased to tell you that Tim Brooks is joining our department next month. He will be in charge of our South American account. I know some of you worked with Tim at Technostar and I'm sure you'll make him feel welcome.

The meeting with Simon Fields is on Wednesday at our Chapel Street offices. The meeting is in the small conference room on the second floor – the last room on the right. The meeting starts at 9.00 am. I will send an e-mail with the agenda later today.

Good news: Mario's Pizza is offering all our employees a 15% discount. Mario's is located on 8 Rogers Street, opposite the bank.

Regards,  
Maxine

1. The company is replacing its air-conditioners because they're old.
2. Tim is working at the company now.
3. Tim already knows some of the company's employees.
4. Simon Fields is coming to the company's office.
5. The meeting on Wednesday will end late.

**2**

Answer the questions. (10 points)

1. Where does the Human Resources Department usually sit?  
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2. Why is the company hiring new staff?  
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3. What is Tim's new job?  
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4. What is Maxine going to send the production team?  
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5. Why should employees go to Mario's Pizza?  
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