

READING COMPREHENSION

NAME: _____

DATE: _____

Meeting on Workplace Facilities Improvement

Last Friday, the management team held a meeting to discuss possible improvements to the workplace facilities. The goal was to create a more comfortable and productive environment for everyone. The atmosphere was friendly and constructive, with each team member encouraged to speak their mind.

Karla, from Human Resources, kicked off the meeting by saying, “We should consider upgrading the break room. Right now, it’s too cramped, and the furniture has seen better days.” She suggested adding more seating and a coffee machine, which could help employees unwind during their breaks.

David, from IT, chimed in with another idea: “Why don’t we install more power outlets and improve the lighting in the workstations? Poor lighting really puts a damper on productivity.” His suggestion was met with several nods of agreement.

Monica from the finance department recommended replacing the old air conditioning units. “In the summer, it gets way too hot in here. It would be wise to look into energy-efficient systems,” she said. She also mentioned that the maintenance team is often tied up with fixing small issues that could be avoided with better equipment.

At one point, Carlos raised a concern about the noise levels in the open-plan office. “How about we set up a few quiet zones or install some soundproof dividers?” he proposed. “It would be a win-win situation—people who need focus can work quietly, while others can still collaborate freely.”

There was also talk of adding a few indoor plants to brighten up the space. Someone joked, “It wouldn’t hurt to spruce the place up a bit—right now, it feels like a storage room more than an office!”

Before wrapping up, the manager, Ms. Gomez, thanked everyone for their input and said she would take their suggestions on board. She promised to follow up with a proposal by next week and encouraged the team to keep the ideas coming.

All in all, the meeting was a great example of teamwork and open communication. Everyone felt heard, and the team left the room with a sense of progress and shared purpose.

Choose the best answer (A, B, C, or D):

What was the main goal of the meeting?

- A. To assign new job roles
- B. To discuss employee salaries
- C. To suggest improvements to workplace facilities
- D. To plan a company party

Who started the meeting?

- A. Carlos
- B. Monica
- C. David
- D. Karla

What did Karla suggest?

- A. Replacing air conditioners
- B. Improving lighting
- C. Upgrading the break room
- D. Creating quiet zones

What did Monica recommend?

- A. Adding plants
- B. Fixing broken desks
- C. Installing new AC units
- D. Buying new computers

What concern did Carlos raise?

- A. The break room is too noisy
- B. The lack of lighting
- C. High temperature
- D. High noise levels in the open office

What did someone joke about during the meeting?

- A. Getting a new boss
- B. The company moving offices
- C. The office looking like a storage room
- D. People not working hard

Why did David think lighting needed improvement?

- A. It made people tired
- B. It affected productivity
- C. It was too bright
- D. It was expensive

What does the phrase “tied up” mean in the context of Monica’s comment?

- A. Being confused
- B. Being unavailable due to other tasks
- C. Being injured
- D. Being angry

What was Carlos’s suggestion to reduce noise?

- A. Ask everyone to speak softly
- B. Install soundproof dividers and create quiet zones
- C. Move to a different building
- D. Cancel all meetings

What did Ms. Gomez promise to do at the end of the meeting?

- A. Cancel future meetings
- B. Start construction immediately
- C. Write a report about employees
- D. Prepare a proposal and follow up next week

Decide whether the statements are True or False.

Write T if the sentence is true or F if it is false:

- ___ The purpose of the meeting was to redesign the company website.
- ___ Karla suggested adding more seating and a coffee machine.
- ___ David was concerned about the number of plants in the office.

___ Carlos proposed solutions to reduce noise in the office.

___ Ms. Gomez ignored the team's suggestions and ended the meeting quickly.

Fill in the blanks with the correct expression.

(Why don't we, We should consider, It would be wise to, How about we, He recommended)

___ adding a few indoor plants to the entrance?

___ updating the old chairs in the meeting room.

___ replace the air conditioning before summer?

___ use LED lighting to save energy.

___ having more flexible break times for staff.

Fill in the blanks with one of the following expressions:

(kick off, tied up, spruce up, take on board, chimed in)

The manager decided to ___ the meeting with a short introduction.

I'm sorry I couldn't attend the call—I was completely ___ with another task.

Let's ___ the office a bit with new paint and plants!

She ___ with a great idea just after the break.

The director promised to ___ our feedback when making a final decision.