

Activity: Reading (Staff Notice)

Instructions: Read the notice. Complete the online tasks.

Text

Staff Notice — Office Updates (Operations & Admin)

We're reorganising desks this month. From Monday, teams are using hot desks on Floor 3. Please arrive 5–10 minutes early to choose a space. IT is installing two new Wi-Fi points this week, so some areas may be noisy.

Our daily stand-up meeting is moving to 10:30 a.m. in Room 3.2. During stand-up, team leads are sharing priorities, blockers, and next actions. Facilities is cleaning shared areas at 1 p.m., so avoid leaving equipment on the tables.

Visitor access stays the same: reception is printing badges, and security is checking IDs at the main entrance. If you're meeting external partners, please email reception one hour in advance.

Finally, the marketing team is launching a product preview on Thursday. Please avoid booking the studio then; they are recording short videos all afternoon. Thanks for your flexibility while we keep improving the space.

Task A — Gist (Multiple Choice)

1. What's the main purpose?

- ☐ A) Announce a party
- ☐ B) Explain office changes
- ☐ C) Hire new staff

2. Which of the following is NOT mentioned in the notice?

- ☐ A) New parking rules
- ☐ B) Stand-up time change
- ☐ C) Hot-desking on Floor 3

3. Which sentence best summarises the Thursday update?

- ☐ A) Marketing is launching a preview and recording videos; avoid booking the studio.
- ☐ B) Facilities is deep-cleaning all floors.

☐ C) Reception is closing early.

Task B — Detail (True/False)

- 1) Stand-up is at 10:30. ☐ True ☐ False
- 2) Hot-desking starts next month. ☐ True ☐ False
- 3) Security checks IDs. ☐ True ☐ False
- 4) The studio is free on Thursday afternoon. ☐ True ☐ False
- 5) IT finished installing Wi-Fi last week. ☐ True ☐ False

Task C — Vocabulary

Choose the meaning.

- 1) hot desk:
☐ visitor pass ☐ shared seat ☐ recording room
- 2) badge:
☐ visitor pass ☐ shared seat ☐ obstacles
- 3) stand-up:
☐ recording room ☐ short daily meeting ☐ building services meeting
- 4) blockers:
☐ obstacles ☐ building services ☐ shared seat
- 5) facilities:
☐ building services ☐ recording room ☐ visitor pass

Task D — Grammar

What students do: Complete each sentence with **am/is/are + verb-ing** using information from the Staff Notice.

1. IT _____ (install) two new Wi-Fi points this week.
2. The daily stand-up meeting _____ (move) to 10:30 a.m.
3. Team leads _____ (share) priorities, blockers, and next actions.
4. Facilities _____ (clean) shared areas at 1 p.m.

5. Reception _____ (print) badges and security _____
(check) IDs.
6. The marketing team _____ (launch) a product preview on
Thursday, and they _____ (record) short videos all afternoon.