

Review 1

Reading

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

Welcome to our new office

Many offices are large open spaces, full of desks and chairs. People can move around easily and talk to each other. There are conference rooms and often a kitchen where employees can take a break and have a cup of coffee. But, offices can also be boring places to work.

Our new office is a bit different. We want you all to be happy, comfortable and less stressed, so our open space is colourful and we have got areas for relaxing. If you don't want to go to a conference room, there's a lounge with sofas and armchairs for informal meetings. There's also a games area on the first floor, where you can play table tennis, pool or board games. Don't forget to go the top floor, where you can have a picnic on the roof and enjoy the amazing views of the city.

We know that you all work hard and spend long hours at the office, so it's important that you take a break from looking at computer screens and going to meetings. We believe that this will help you all to think of ideas that will make our business grow. And that will be good for all of us!



- 1. The announcement is telling employees about their new office.
- 2. The new office has a kitchen for employees.
- 3. There are different areas for different purposes.
- 4. Everything in the new office is on one floor.
- 5. All meetings must take place in the conference rooms.
- 6. The company thinks the new office will help make the business more successful.

Writing

2 Write an e-mail to someone who is coming to your offices for a meeting. Follow the instructions below. Include the phrases from the Useful Language box.

- greet the person
- mention the meeting and who it is with
- give the address of the company and where to enter
- give detailed directions to the meeting room
- end with a friendly comment

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Useful Language

Hi [name],

I'd like to give you some information before your meeting with [name].

Our offices are located in

The address of our office building is

The conference room is on the ... floor.

It's on your left / right when you get out of the lift.

It's at the end of the corridor.

It's the first / second / third door.

It's next to the

It's opposite the


It's between the ... and the

Listening

3  Listen to the conversation. Circle the correct answer.

- What time of day is it?
 - morning
 - afternoon
 - evening
- What's Sophie Porter's job?
 - Financial Director
 - Receptionist
 - Sales Director
- Who works for Keycode Solutions?
 - Alice
 - David
 - Sophie
- What does the receptionist take from Mr Cheng?
 - his bag
 - his coat
 - his umbrella
- What does David want to drink?
 - coffee
 - tea
 - water

Speaking

4  Work in pairs. Follow the flow chart below and role play the dialogue.

Student B: Greet Student A and introduce yourself.

↓

Student A: Greet Student B and introduce yourself.

↓

Student B: Say that you have a meeting with the Head of IT at 9 o'clock.

↓

Student A: Say that the Head of IT will arrive shortly. Offer to take Student B's coat / jacket / umbrella.

↓

Student B: Reply to Student A's offer.

↓

Student A: Offer Student B a seat and then offer him / her a drink.


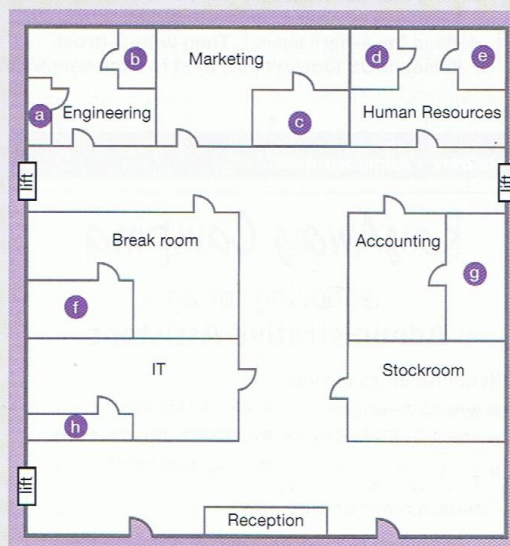
↓

Student B: Reply to the offer.


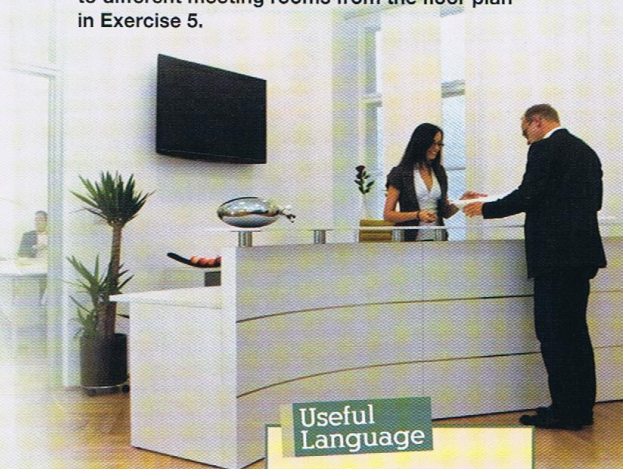
↓

Student A: Ask Student B to follow you to the second floor. Then introduce Student B to the Head of IT.

Listening

5  Listen to a conversation between a receptionist and a visitor. Look at the floor plan. Which meeting room (a-h) does he direct Miss Fisher to?

Speaking

6  Work in pairs. Practise giving directions to different meeting rooms from the floor plan in Exercise 5.

Useful Language

Turn left / right.
 Go straight ...
 Go past ...
 Go into ...
 Look for ...
 It's on your left / right.
 It's opposite / next to ...
 It's between ... and ...

Review

1 An e-mail confirming a meeting

You should only use *Dear Mr / Ms* (+ surname) in more formal contexts, for example when you are writing to someone for the first time. Otherwise, it's fine to use *Hi* (+ first name).

Always explain why you're writing. Confirm the meeting, say who it's with and remind them of the time and place.

Give the location of the building and any special instructions for how to enter it.

Give detailed directions to the offices and / or the meeting room.

End with a friendly comment.

New message

To: Margaret Johnston
 From: Patricia Parsons
 Subject: Meeting - 23rd September

Hi Margaret,

I'd like to confirm the meeting with Thomas Ward at 11 am on 23rd September in our offices.

Our offices are located in Globe Tower. The address of our office building is 55 Queen's Road, Greendale. The main entrance is next to a flower shop on the ground floor.

When you enter the building, the reception desk is on your right and the lift is next to the desk. Our offices are on the seventh floor. Turn left when you get out of the lift. My office is room 766. It is the third room on your right.

I look forward to seeing you.

Patricia Parsons

Tip!

We often end e-mails with *I look forward to ...*. The *to* here is a preposition which is followed by a noun: *I look forward to the conference in Barcelona*, or a verb + *-ing*: *I look forward to meeting you in September*.

Useful Language

- Hi [name],
- I'd like to give you some information before your meeting with [name].
- Our offices are located in
- The address of our office building is
- The conference room is on the ... floor.
- It's on your left / right when you get out of the lift.
- It's at the end of the corridor.
- It the first / second / third door.
- It's next to the
- It's opposite the
- It's between the ... and the