

4 Parts of the Office



Notice to All Employees:

The office is currently under construction. We are converting from **open plan** to private offices. We apologize for any inconvenience. Please take note of the following changes:

The side **entrance** is unavailable during the renovations. Please use the main entrance. Do not use the **fire exit** unless there is an emergency. The fire exit door triggers the fire alarm.

The **waiting area** and **reception desk** are still accessible. The **break room** will be closed on Friday. Please remove all food from the refrigerator. The **conference room** is now open for breaks.

The upstairs **restrooms** are closed. Please use the restrooms in the **lobby** instead.

Please bring all questions to the **manager's office**. Thank you!

Vocabulary

3 Match the words or phrases (1-8) with the definitions (A-H)

- 1 — restroom
- 2 — entrance
- 3 — fire exit
- 4 — open plan
- 5 — lobby
- 6 — break room
- 7 — waiting area
- 8 — conference room

- A a room with toilet facilities
- B the door people use to enter and exit
- C a room for meetings and other office gatherings
- D an office layout with one large room
- E an open area inside a building's main doors
- F an emergency exit for use in case of fire
- G a seating area where clients wait for appointments
- H a room where employees eat lunch and take breaks

Get ready!

1 Before you read the passage, talk about these questions.

- 1 What are some different areas in an office?
- 2 Where is an office's reception desk usually located?

Reading

2 Read the notice about construction in an office. Then, choose the correct answers.

- 1 What is the main purpose of the note?
 - A to caution employees about possible hazards during construction
 - B to explain how the office layout will change after construction
 - C to request employee feedback about the renovation process
 - D to provide information about what rooms are unavailable
- 2 Which area will be inaccessible during the renovations?

A the upstairs restrooms	C the lobby restrooms
B the waiting area	D the conference room
- 3 Which of the following will NOT close during construction?

A the side entrance	C the reception desk
B the break room	D the upstairs restrooms

4 Read the sentence pairs. Choose which word or phrase best fits each blank.

1 reception desk / conference room

- A Meetings are held in the _____.
- B Clients and visitors check in at the _____.

2 manager's office / open plan

- A Our office doesn't have private rooms, we have a(n) _____.
- B The employee spoke to her boss in the _____.

5 Listen and read the notice again. Why is the conference room open for breaks?

Listening

6 Listen to a conversation between an employee and a manager. Mark the following statements as true (T) or false (F).

- 1 ___ The conference room is closed for construction.
- 2 ___ The woman wants to have a meeting in the man's office.
- 3 ___ The man suggests having the meeting in the break room.

7 Listen again and complete the conversation.

Employee: 1 _____, Mr. Burns? I have a question.

Manager: Yes, what is it?

Employee: Well, we have a staff meeting scheduled this week. But the 2 _____ is closed for construction.

Manager: Hmm, 3 _____.

That sounds like a problem.

Employee: Yes, that's why I wanted to talk to you. Can we hold the meeting 4 _____?

Manager: 5 _____, when is the meeting?

Employee: It's on 6 _____ at 1 PM.

Manager: Okay, that's fine. We'll have the meeting here.

Speaking

8 With a partner, act out the roles below based on Task 7. Then, switch roles.

USE LANGUAGE SUCH AS:

Excuse me ...

We have a ...

Can we hold the meeting ...

Student A: You are an employee. Talk to Student B about:

- an upcoming meeting
- construction obstructing the usual meeting space
- alternative locations for the meeting

Student B: You are an office manager. Talk to Student A about a meeting.

Writing

9 Use the conversation from Task 8 to complete the meeting location change.



Notice of Location Change

Meeting Date and Time: _____

Original location: _____

New meeting location: _____