

From: Joyce Breyer  
To: Dale Reynolds  
Re: Finishing Plans

Hi Dale,

Now that the basic design is set, we need to talk about **finishing** your new building.

For **exterior finishing**, what sort of **cladding** would you like? We could go with vinyl **siding**. Masonry provides a more decorative look. A stone **cornice** would look excellent above a brick exterior. That would be more expensive, however.

Several more **interior finishing** details still need to be decided. First, please let us know where to **install partitions** to divide up larger rooms. Then you need to pick out a **painting** scheme for the various interior walls. Two or three similar colors are generally recommended. Also, what sort of **trim** would you like around the doors and windows? Crown molding is very popular for capping, but we can help you design something more unique.

You mentioned earlier that you would like **drop ceilings** in some rooms. Please tell us the exact areas. After they are installed, we can apply a **plaster** coating. Gypsum plaster should be fine for your building's conditions. Last, we know that you want ceramic flooring **tiles**, but you need to choose a design for them.

Please email me the requested information or any questions you have. Thanks,  
Joyce



## Vocabulary

3 Match the words (1-7) with the definitions (A-G).

- |              |             |             |
|--------------|-------------|-------------|
| 1 — cladding | 4 — cornice | 7 — install |
| 2 — plaster  | 5 — finish  |             |
| 3 — trim     | 6 — tile    |             |

- A a kind of molding used around openings on interior and exterior walls to add details or cover up gaps
- B a regular-shaped piece of clay or other material used to cover or decorate a surface
- C a construction material applied to the outside of a building to protect from the weather and improve the building's appearance
- D a horizontal molded projection at the top of a building
- E to set something up or prepare it for use
- F to add final parts to a building's interior and exterior once it is structurally complete
- G a mixture of dry material and water used to coat walls and ceilings

## Get ready!

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

- What finishing job is usually done to both outdoor and indoor walls?
- What kind of floor covering is common in bathrooms?

## Reading

2 Read the email from a contractor to a building owner. Then, mark the following statements as true (T) or false (F).

- Vinyl siding is more expensive than masonry cladding.
- Crown molding is used to divide large rooms.
- Drop ceilings are installed after the plaster coating is applied.