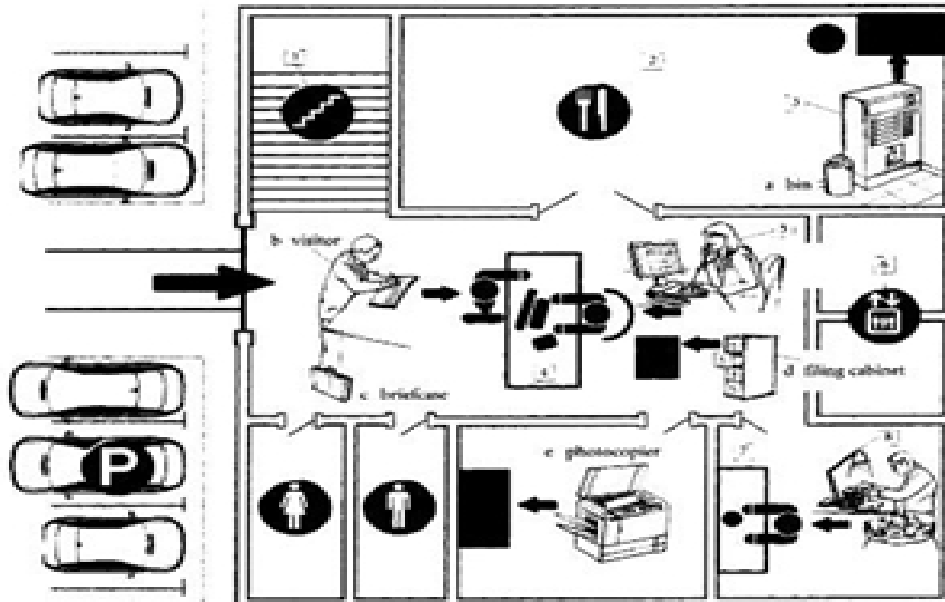


At the office

1 Look at this picture of an office plan. Match the items (1-8) in the office plan with the words in the list below.

canteen [] desk [] drinks machine [] lamp [] lift [] stairs [] post room [] receptionist []



2 Look at the office plan in 1 and read the descriptions.

1. the ground floor of Garbinger Ltd, there is a small canteen with a drinks machine the corner. The stairs are of the canteen, and the toilets are opposite the stairs. The photocopier room is the toilets and the post room. the reception desk is a filing cabinet, and the desk is a telephone and computer. the building is the car park.

3 Complete the definitions with the items (1-8) in the office plan.

- 1 A is the person who the receptionist meets first when he / she arrives at a company.
 - 2 A is a kind of machine which you use to make copies of documents.
 - 3 A is a place where you keep documents, files, etc.
 - 4 A is like a bag, but you use it to carry documents, files, etc.
 - 5 A is a thing which has paper and other objects you don't want in it.
- 4 Compare a floor of your building with the office plan in 1.