

7a Where's the General Manager's office? Information sheet 1

The company has decided to adopt American methods of staff motivation and give out an Employee of the Month award every four weeks. With your partner, put this floor plan together as quickly as you can. The first pair or group to finish and discover where the General Manager's office is will share this month's award.

The reception area

It has recently been redecorated and newly furnished. There is even a little white marble fountain in the middle! All the clients are very impressed. The reception area stretches across the whole front of the building. The lift is just behind it on the right-hand side of the building.

The post room

It is between the Gents' and the After-Sales Service Department. It is important because all the correspondence passes through here and its staff know all the gossip.

The lift

It is between the reception area and the conference room. Its doors open on to the main corridor. It is opposite the ladies' room. It was always very popular, but since it got stuck between the third and fourth floors last week people seem to be avoiding it.

The main corridor

It runs down the centre of the building from the reception area at the front to the staff restaurant at the back. It is the heart of the company. At the moment there is a beautiful exhibition of Japanese prints on its walls.

The conference room

It is between the lift and the Production Department on the right-hand side of the building. All the important meetings take place here. Sometimes discussions get very heated. In fact, just last week, someone banged her fist on the table.

The Accounts Department

It is beside the Production Department, and across the corridor from the After-Sales Service Department. Its staff have had a lot of stress over the years and just don't seem able to relax.

The After-Sales Service Department

It has got nothing but trouble at the moment. The telephone doesn't stop ringing and it even had a visit from the General Manager the other day. It is between the post room and the Sales and Marketing Department on the left-hand side of the building.

7b Where's the General Manager's office? Information sheet 2

The Personnel Department

Life has been stressful in this department because the company has had to make several employees redundant this year. Fortunately, it is opposite the staff fitness room so that its occupants have a chance to unwind there. It is also just in front of the staff restaurant – most convenient for that next cup of coffee.

The Research and Development Department (R & D)

It is between the Sales and Marketing Department and the Personnel Department, on the left-hand side of the main corridor. The company is not very happy with its results at the moment.

The Production Department

It is situated between the conference room, which can be very handy, and the Accounts Department. It is opposite the post room and After-Sales, where there are a lot of problems at the moment.

The Sales and Marketing Department

It is located between R & D and After-Sales Service. Its motto is 'We aim to please', but recently products have not always been up to standard.

The Gents'

It is opposite the conference room, between the Ladies' room and the post room. Unfortunately it is run-down and has been waiting for a face-lift for years.

The Ladies' room

It is just behind the reception area on the left-hand side of the main corridor. The gents' is just behind it. It is definitely more attractive than the gents', especially with those pink satin toilet-roll covers.

The staff fitness room

It is opposite the Personnel Department, next to the staff restaurant. It's becoming very popular with the staff. It certainly sees some strange sights.

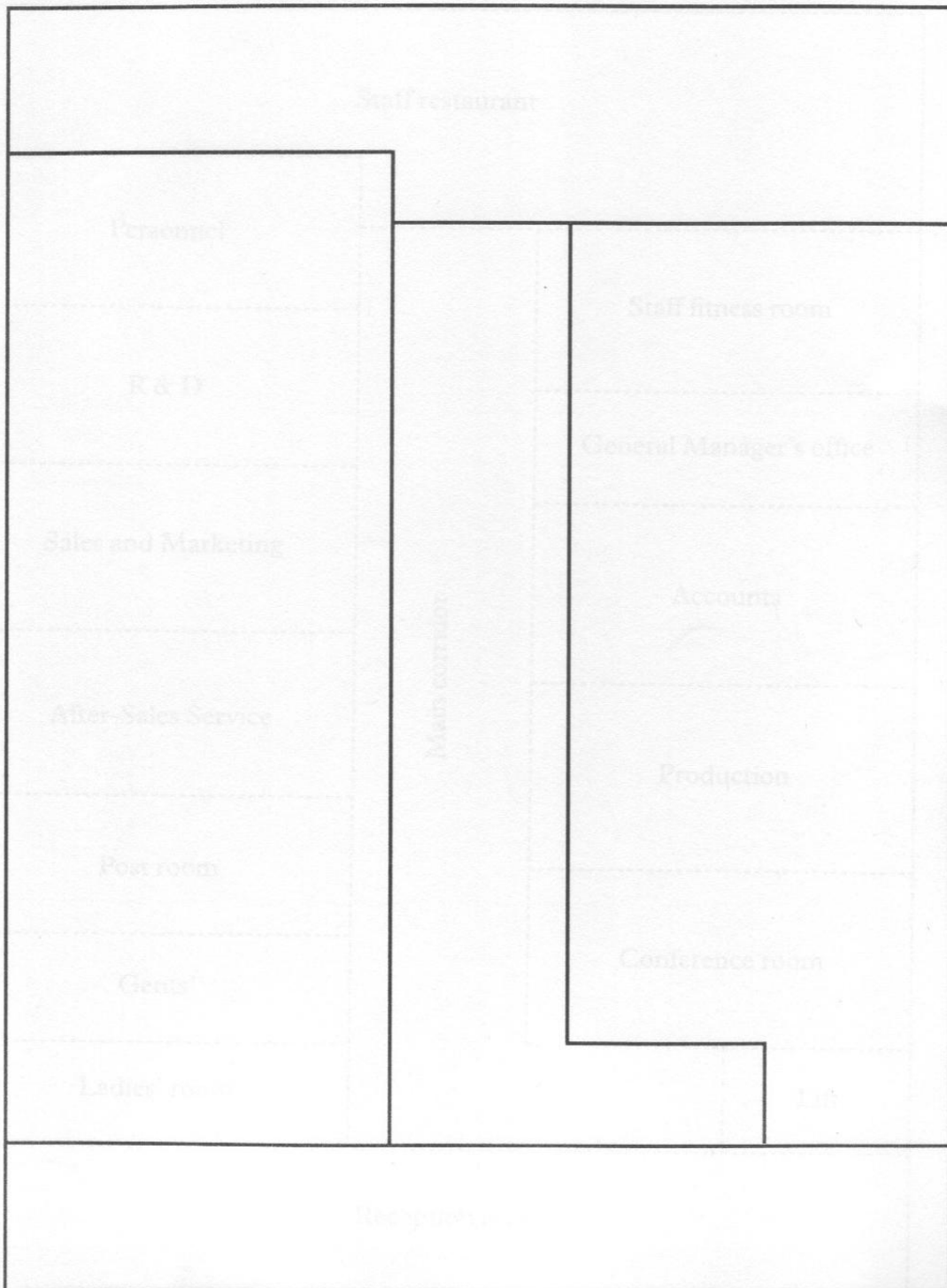
The staff restaurant

It stretches all the way across the back of the building at the far end of the main corridor. It is large and ultra-modern. Everyone enjoys coming here. Today there is the delicious smell of seafood pasta in the air.

The General Manager's office

7C Where's the General Manager's office?

Floorplan



7d Where's the General Manager's office? Floorplan to be cut up

