

Company Office Tour Exercise

Place the key phrases into the sections below. There is one phrase for each line

And this is the regional sales office which has recently been refurbished As you can see, admin has an open plan layout As you have probably already realised, we keep a safety stock Did you manage to find us okay? How was your trip? I'm afraid we're not allowed in here. Top secret. Our lines have a cell layout Not even our most trusted clients are allowed in here	This is our marketing area. We use a cellular layout for this This is the think tank of the company This is where our new products begin their lives This is where we deal with technical issues This machine turns out around 1200 panels per hour Through there you can see the packaging area We have enough inventory to buffer against strikes and other uncertainties Where are you staying?
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AREA

KEY EXPRESSIONS

Conference hall

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Dispatch

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Main offices

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Production

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R & D

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Reception

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Region sales offices

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Technical support labs

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Warehouse

.....



Answers

AREA	KEY EXPRESSIONS
Conference hall	This is the think tank of the company
	This is where our new products begin their lives
Dispatch	Through there you can see the packaging area
R & D	Not even our most trusted clients are allowed in here
Reception	How was your trip?
	Where are you staying?
	Did you manage to find us okay?
Main offices	This is our marketing area. We use a cellular layout for this
	As you can see, admin has an open plan layout
Production	Our lines have a cell layout
	This machine turns out around 1200 panels per hour
Regional sales office	And this is the regional sales office which has recently been refurbished
Technical support labs	This is where we deal with technical issues
Warehouse	As you have probably already realised we keep a safety stock
	We have enough inventory to buffer against strikes and other uncertainties

