



Name:

Date:

From: Janice Walsh
To: All Staff
Date: November 15
Subject: Office repairs

Dear Staff Members,

I am writing to inform everyone that there will be some work done to our office building starting next Monday. The electrical system is old and has needed repairs for some time. Since last year's sales were so strong, we have decided to use some of the profits to make repairs and other improvements to the whole building.

The company has decided to make improvements to only one part of the building at a time, so we can still work in the building during construction. Next week, construction will begin on the north side of the building, and it will last for about one month. During that time, the stairs on that side of the building will be closed, so please use the south stairs.

In addition, the bathrooms on the third floor will be closed. If you need to use the bathroom, please use the ones on the first or fifth floor. Also, the north side parking lot will be closed because the construction company will need that space for their equipment. Please park in the south or the east parking lot. After the construction to the north side is done, construction on the south side will begin.

1. What is one reason Braxton Industries will improve its building?
 - a. It needs a larger building for its new employees.
 - b. It has some free time to start construction.
 - c. It wants to fix problems with the electrical system.
 - d. It is trying to improve its company image.

2. Starting next week, staff members of Braxton Industries
 - a. must use the stairs on the south side of the building.
 - b. must not use the elevator in the central part of the building.
 - c. will be asked to move equipment to other parts of the office.
 - d. will not be allowed to enter the office building.