

D Exercise 7 (Track 5)

1. The canteen? It's at the back of the building on the left – at the far end from the main entrance. You have to walk through almost the whole building. It's signposted.
2. The Investment Department is opposite the canteen at the back of the building on the right. That is where the 'big money' is made!
3. The Private Loans Department is between reception and the Corporate Loans Department.
4. The Human Resources Department is between the canteen and the conference room. This department handles all matters to do with staff. To get there, take the stairs to the conference room, turn left, go past the conference room and the next door is the one you're looking for.
5. From the lounge you can go directly to the conference room, which is next to the Human Resources Department. But you have to go up the stairs, because this room is situated on a kind of gallery or balcony. State-of-the-art architecture, you know!
6. The Gents' room is next to the Ladies' room in the corner of the lounge. Just follow the signs.
7. The Ladies' room? Turn left into the lounge and it's just around the corner on your left.
8. Reception? It's on your right when you enter the building – you can't miss it! There's a large marble desk and plants all around.