

1. Practice

IDEAL RENTAL PROPERTY FOR A SMALL BUSINESS

118 Newton Street, Ferrytown, NH



Rental Rate: Negotiable

Size: 1,400 square feet (SF)

Type of Property: Office building

Available: Beginning June 15th

Description

This office space is on the fourth floor of a six-story building and includes:

- Three private offices
- One large conference room
- Two small meeting rooms
- Kitchenette
- Bathroom

The newly redecorated reception area comes furnished with a coffee table and comfortable seating.

This well-maintained office space is on a main road, making it very easy for clients and visitors to find. It is walking distance to the center of town. There are several popular restaurants in the area. The space comes with a parking area for up to ten cars. The building hires a professional cleaning service for general maintenance of the entire property.

For more information please contact the building manager at 610-555-0194.

1-1 Practice some of the words or phrases you heard in the conversation. Complete the sentences by dragging the correct words from the bank below into place.

We decided to hire a (1) _____ to look after the building.

The new (2) _____ has very comfortable seating.

My new office is (3) _____ from my apartment so I can get to work very quickly.

The (4) _____ for this office is very high so we are thinking of moving to a cheaper area.

Please contact the building manager if you have any questions about (5) _____ of the building.

(a) reception area

(b) cleaning company

(c) general maintenance

(d) rental rate

(e) walking distance

1-2 Choose the correct answer.

What is the purpose of the notice?

- Ⓐ To review an office cleaning service
- Ⓑ To advertise office space for rent
- Ⓒ To publicize apartments for sale
- Ⓓ To promote restaurants in the area

1-3 Choose the correct answer.

The advertisement states how much it costs to rent the property.

- Ⓐ True
- Ⓑ False
- Ⓒ It is unclear.

1-4 Choose the correct answer.

The building is near the center of town.

- Ⓐ True
- Ⓑ False
- Ⓒ It is unclear.

1-5 What are the advantages of the space? Select all that apply.

- ☐ It is located near restaurants.
- ☐ It has a redecorated reception area.
- ☐ It has a small kitchen space.
- ☐ It has a small place to sleep.
- ☐ It has an on-site building manager.

2-3 Choose the correct answer.

What is true about the reception area?

- Ⓐ It has new furniture.
- Ⓑ It has a kitchen area.
- Ⓒ It can seat up to ten people.
- Ⓓ It is meant to be used for meetings.

2. Quiz

2-1 Choose the correct answer.

Who would most likely be interested in the notice?

- Ⓐ Homebuyers
- Ⓑ Business owners
- Ⓒ Restaurant owners
- Ⓓ Building managers

2-4 Choose the correct answer.

What is NOT mentioned as an advantage of the office space?

- Ⓐ It comes with a parking area.
- Ⓑ It is maintained by professional cleaners.
- Ⓒ It has been renovated.
- Ⓓ It is inexpensive.

2-2 Choose the correct answer.

The word "story" as it is used in the main description, is closest in meaning to

- Ⓐ floor
- Ⓑ narrative
- Ⓒ building
- Ⓓ office

2-5 Choose the correct answer.

According to the notice, how can details on the rental be obtained?

- Ⓐ By going to the property
- Ⓑ By calling the building manager
- Ⓒ By visiting a Web site
- Ⓓ By e-mailing a real estate company