

### Instructions and Notices 3

To all employees of the Rosings Company:

Please be advised that as part of the office remodeling project, all conference rooms are scheduled for painting this month. Conference rooms on the second floor will be painted next week, and conference rooms on the fourth floor will be painted the following week. During this time, the cafeteria will be available for meetings every morning before 12:00 and every afternoon after 2:00. Please see Ms. Smith in the engineering office to reserve your meeting times in the cafeteria. Since this is less meeting space than we usually have available, we will have to schedule carefully to make sure everyone's needs are met. To this end, we ask that you reserve your meeting time at least a week in advance and give Ms. Smith several alternative times if possible.

We apologize for the inconvenience and thank you in advance for your cooperation. Please see me if you have any questions.

Matilde Romero  
Office Manager

**SKIMMING** Look quickly at the notice to answer this question.

1. Look at the first sentence of the notice. What will happen to the conference rooms?

(A) They will be painted.

(B) They will be scheduled for meetings.

(A)

(B)

**SCANNING** Find the following.

2. Underline all the numbers in the notice.

3. Find these time expressions, and underline them.

this month

next week

the following week

every morning

every afternoon

4. Find this name, and circle it.

Ms. Smith

**CONTEXT** Find these words and phrases, and guess their meanings in this notice.

5. remodeling

(A) taking away

(B) improvement

(A)

(B)