

Questions 1-10

Complete the notes below.

Write **NO MORE THAN THREE WORDS AND/OR A NUMBER** for each answer.

RECEPTION DESK
<p><i>Example</i></p> <ul style="list-style-type: none">Looking forLost & Found..... office
<ul style="list-style-type: none">Obstacles to setting up such an office setting up: space, 1Lost item: USBUSB looks normal but holds important dataPeople lose phones worth 2 when they don't pay attentionLikely damage to lost items in the box: 3No USB in the box looks like hisDidn't notice USB because he's been busy with 4Limited space at front desk, so lost items without owners are taken to 5 about twice a monthHis name: Bernard 6USB Lost in: Aberdeen Hall, Lecture Room 2012Date and day: 7Lecture divided into two sessions with 8 in betweenUSB colour: blue/indigoUSB brand: HPUSB size: similar to 9He'll be back with a picture for her to see tomorrowTo verify his USB ownership, folder names or 10 will be required