

Finding Your Way

Workplace Training English | Lesson 2 of 6 | Level: A2 | Student Worksheet

1. Vocabulary

Match each word with its meaning. Write the correct letter next to each word.

Word	Meaning
1. canteen	_____
2. reception	_____
3. lift	_____
4. stairs	_____
5. printer	_____
6. IT department	_____

- a) a machine that prints documents
- b) the team that helps with computer problems
- c) a place where you can eat lunch
- d) a machine that takes you to another floor
- e) the desk where visitors arrive
- f) steps you walk up or down

2. Reading in Context

Read the dialogue. Then circle True or False.

Sam: Hi Mia! How is your first week?

Mia: Good, thanks! But I'm a little lost. Where is the canteen?

Sam: Go down the stairs and turn left. It's next to reception.

Mia: Great, thanks. And where is the printer?

Sam: The printer is on this floor, near the IT department.

Mia: OK. How do I get to the meeting room?

Sam: Take the lift to the third floor. The meeting room is opposite the lift.

Mia: Thank you so much!

Sam: No problem. Ask me anytime.

- 1. Mia knows where everything is. True / False
- 2. The canteen is next to reception. True / False
- 3. The printer is on a different floor. True / False
- 4. The meeting room is on the third floor. True / False
- 5. Sam is happy to help again. True / False

3. Language Focus: Asking "Where is...?"

Circle the best answer to each question.

1. Where is the canteen?

a) It's a printer. b) It's Tuesday. c) It's next to reception.

2. Where is the printer?

a) It's on this floor, near IT. b) It's next to reception. c) It's opposite the lift.

3. How do I get to the meeting room?

a) Go down the stairs. b) Take the lift to the third floor. c) Ask reception.

4. Where is reception?

a) It's near the printer. b) It's on the third floor. c) It's next to the canteen.

5. Where is the IT department?

a) It's on the third floor. b) It's near the printer. c) It's next to reception.

4. Conversation Practice

Complete the dialogue. Write the correct word in each gap.

Word bank: printer, opposite, canteen, lift, reception, stairs

1. Where is the ____?
2. Go down the ____ and turn left.
3. It's next to ____.
4. The ____ is on this floor, near the IT department.
5. Take the ____ to the third floor.
6. The meeting room is ____ the lift.

5. Error Correction

Each sentence has a mistake. Write the correct sentence.

1. **Incorrect:** The canteen is on next to reception.

Correction: _____

2. **Incorrect:** Go down the stairs and turn left in.

Correction: _____

3. **Incorrect:** The printer are near the IT department.

Correction: _____

4. **Incorrect:** Take the lift on the third floor.

Correction: _____

5. **Incorrect:** The meeting room opposite the lift.

Correction: _____

6. Listening

Listen to the recording in the online lesson (or ask your teacher to read the text aloud). Then circle True or False.

1. The canteen is next to reception. True / False
2. You go up the stairs to reach the canteen. True / False
3. The printer is near the IT department. True / False
4. The meeting room is on the ground floor. True / False
5. Sam is happy to answer more questions. True / False

Finding Your Way — Answer Key

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1. Vocabulary

1-c, 2-e, 3-d, 4-f, 5-a, 6-b

2. Reading in Context

1. False
2. True
3. False
4. True
5. True

3. Language Focus

1. c) It's next to reception.
2. a) It's on this floor, near IT.
3. b) Take the lift to the third floor.
4. c) It's next to the canteen.
5. b) It's near the printer.

4. Conversation Practice

1. canteen
2. stairs
3. reception
4. printer
5. lift
6. opposite

5. Error Correction

1. The canteen is next to reception.
2. Go down the stairs and turn left.
3. The printer is near the IT department.
4. Take the lift to the third floor.
5. The meeting room is opposite the lift.

6. Listening

Listening script: Hi! Let me help you. The canteen is next to reception. Go down the stairs and turn left. The printer is near the IT department, on this floor. If you want the meeting room, take the lift to the third floor. It's opposite the lift. Any questions? Just ask me!

1. True
2. False
3. True
4. False
5. True