

IELTS LISTENING – OFFICE RENTAL S58T1



IELTS listening OFFICE RENTAL listening practice test has 10 questions belongs to the Leisure & Entertainment subject.

RECEPTIONIST: Hello, how can I help you today?

MAN: Ah yes hello I'm just phoning you as I have seen an advertisement on your website for a property that I'm interested in renting. If possible I'd like to find out some more information before I organize a viewing.

RECEPTIONIST: No problem at all. What is the address of the property that you'd like to inquire about?

MAN: It's 21, north avenue.



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RECEPTIONIST: Okay, what is it that you'd like to know?

OFFICE RENTAL

Example

Address: 21 North Avenue

- Type of company:

1 Type correct answers here

- Full name:

Jonathan Smith

- Position:

2 Type correct answers here

- Location:

near the 3 Type correct answers here

- No. of people:

30

- Preferred size of the area:

4 Type correct answers here ft2

- Requirements:

+ 24-hour 5 Type correct answers here

- Preferred facilities:

+ 6 Type correct answers here on ground floor

- No. of power sockets Daily exercise:

+ a (an) 7 Type correct answers here to cook in

- Daily exercise:

+ a (an) 8 Type correct answers here away from the workspace

- unnecessary:

40

- Other requirements:

a (an) 9 Type correct answers here

- Arrangement of viewing:

10 Type correct answers here

- Other requirements:

WIFI

- Arrangement of viewing:

3 p.m. on Thursday

MAN: First of all I'd like to know what facilities the office has as I need to make sure that it'll be suitable for my **q1 advertising** company.

RECEPTIONIST: I see the office contains a large open plan space with a wide frontage onto a busy street with lots of passers-by. So your business would have a really good street presence. There was also a toilet and newly refurbished kitchen equipped with dishwasher and oven.

MAN: Wow, that sounds great. I definitely like to register my interest.

RECEPTIONIST: Okay perfect I just need to take some details from you if that's okay. What is your full name?

MAN: Jonathan Smith.

RECEPTIONIST: And what position do you hold in your company Jonathan?

MAN: Until recently I was sales manager however I've recently been promoted to **q2 regional manager**, so I'll be in charge of running our new office. Can I ask where the office is located?

RECEPTIONIST: Yes of course it's located downtown just around the corner from royal square shopping center.

MAN: Hmm, that's a bit too far out of the center for my liking. I'd much prefer to be located in close proximity to the **q3 station**. Do you have any property located in that vicinity?

RECEPTIONIST: It would help me to narrow down the results if you could tell me how many employees you intend to have working in the office.

MAN: Our branch is made up of 30 employees and we'd like some extra space for meetings and presentations.

RECEPTIONIST: Most average office spaces are around 8000 square feet but it sounds like you would need more space than that. I think that **q4 10,000** square feet would be more suitable for your needs. Now let's see we have 10 properties that match those criteria so let's try and narrow it down.

RECEPTIONIST: Do you have any other requirements?

MAN: Well, we'll need access to the office 12 hours a day but **q5 security** should be 24-hour. We don't hold any money on the premises but it's crucial that we protect our customer information against theft.

RECEPTIONIST: Okay, anything else?

MAN: Yes, ideally I would prefer the new office to be split over two levels so that the working office area is kept separate from street level. That will enable us to locate a **q6 reception** at ground floor level to welcome customers when they arrive.

RECEPTIONIST: And are there any particular facilities that you need?

MAN: Our employees work very hard throughout the day and I want to make sure that they're well-nourished. It would therefore be ideal if I could provide them with a **q7 kitchen** to cook hot meals at lunchtime.

RECEPTIONIST: Would you want the kitchen to be located at first-floor level with the office?

MAN: No, I don't want the office to be filled with the smell of food it would be better if the new office had a **q8 basement** where we could locate the kitchen and staff room area to keep it at arm's length from the workspace.

RECEPTIONIST: Okay, I have now narrowed the search to two available properties. Do you have any other requirements that could narrow our search down to one result?

MAN: All of our office staff will be working at desktop computers, so I'll need the office to be equipped with at least 40 power sockets if possible.

RECEPTIONIST: Anything else?

MAN: Studies have shown that exercise is very important for maintaining happiness and healthy brain function. In an office environment, it's very difficult to get sufficient daily exercise. So it would be great if they had access to a nearby exercise area.

RECEPTIONIST: One of the available offices is located next door to a **q9 gym**. Would this be suitable?

MAN: Yes, absolutely a gym is exactly what I was thinking of.

RECEPTIONIST: Brilliant, do you need the office to be furnished?

MAN: I don't think so. I already have some **q10 furniture** so I would prefer to bring this myself.

RECEPTIONIST: That's no problem at all.

MAN: Ah and before I forget we will definitely require wi-fi access as much of our work and customer recruitment is carried out online.

RECEPTIONIST: No problem it sounds like property will suit your needs perfectly. I've taken the liberty of booking you a viewing at 3 p.m on Thursday so you can see it for yourself. Is there anything else I can help you with today?

MAN: No, I think that's all the information I need. Thanks very much for your help.

RECEPTIONIST: No problem it's been my pleasure to be of assistance, goodbye.

Attempt Free Listening Test..

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