

IELTS READING – Our company notices S15GT4



IELTS READING Our company notices Reading Practice Test has 10 Questions belong to the internal company notices.

A. Advance warning

Refurbishment of offices in the Perkins Building will start on Monday 22 May, and is expected to be completed by the end of June. **q5 Staff based in that building will be individually notified of where they'll work for that time.** On the previous Friday, facilities staff will move everything that needs to go to your new office. Before then, please make a list of what should be moved, and another list of what can be stored.

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B. Information about financial systems

The review of the company's financial systems is now complete, and modifications will shortly be introduced. Jane Phillips from Finance will explain the changes and how they affect you, and answer any queries about them, between 12 and 1 pm on 15 March in Room 5.

C. Purchasing Manager

As you probably know, Sadia Ahmed is leaving the company on 31 March, after ten years as Purchasing Manager. Her replacement, Jeff Bridges, will join us on the previous Monday. Jeff will be in Room 70 between 12 and 2 pm on 3 April: feel free to drop in and say hello to him during your lunch break.

D. We're doing well !

We've received a large and urgent order from one of our major customers. As a result, we'll need to run the production line for an additional three hours each evening throughout the week beginning 13 March. **q4 Any production workers willing to do this shift in addition to their normal work should speak to the Production Manager asap.**

E. Quality control

Because of recent concerns about product quality, we're setting up a team to consider ways of raising quality and making recommendations for changes. **q2 As staff from any department might have useful ideas, anyone is welcome to join the team** – ring Rodrigo Perez on 1012. It will involve fortnightly meetings and some research, over a six-month period.

F. New opportunity

Dev Patel will cease to be part-time content editor of the company intranet at the end of April, as his new role in Marketing leaves him no time for it. **q1 We're looking for two people to take over.** If you're interested, and can work an extra three or four hours a week (for extra pay, of course!), contact Maggie Campbell on 2146.

G. And finally...

q3 We hope to re-start the company tennis championship, which hasn't taken place for the last three years. If this is something for you, talk to Bill Sinclair on extension 2371. You don't need to be a star player!

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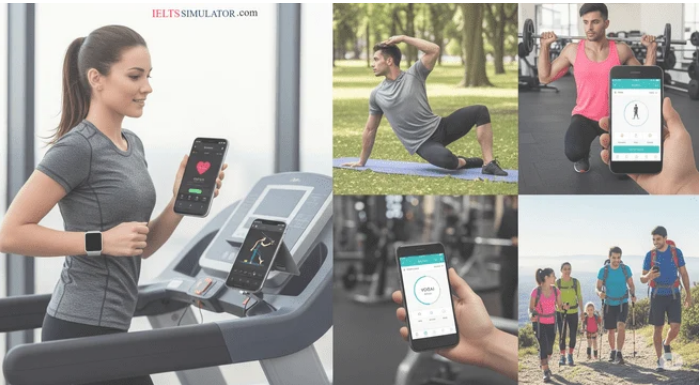
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