**7a Page 83 READING TEXT**

Pre-Intermediate Student’s Book

Life

Office equipment

**Subject: Broken photocopier**

Hi

My ofﬁce is on the ground ﬂoor. When your technician comes into the building, tell him my door is on the right. Go through the ﬁrst ofﬁce and into the next room. The broken photocopier is opposite the door.

Regards

Jennie Clark

Ofﬁce Administration Manager

Sahi – I’m away this week so go up to my ofﬁce and the report is in the ﬁling cabinet behind my assistant’s desk.