

# Candidate 3 - Work

## Part 2 — Work or Study

Read the two tasks below. Task 1 is work-related and Task 2 is study-related.

Attempt **ONE** task only.

Write the task number you have selected in the box at the top of page 05. Write your answer on the lined answer sheets on pages 05, 06 and 07.

### Task 1 — Work

Your company is going to redesign and modernise your office space. Your manager has asked you to write a **report** suggesting which areas could be improved and what to prioritise.

You should include some or all of the following points:

- layout — organisation of furniture
- facilities — kitchen, leisure area
- equipment — computers, printers
- accessibility for people with disabilities
- interior design — colours, pictures, plants

You may also add your own ideas.

You should write approximately 200–220 words.

Task Number

1

## Report on the office improvement

### Introduction

This report has been written to provide my suggestions regarding areas of redesign and modernisation in our office space. In addition, the prioritisation of these improvements will be provided.

### Improvements:

It was mentioned by some of my colleagues that our equipment is outdated and work slowly or do not work at all. This includes our desktop computers, some printers, and screens for multimedia. It is crucial to keep these things up-to-date as our work is based on continuous interaction with these devices.

Another area for <sup>an</sup> improvement is ~~an~~ accessibility for people with disabilities. According to the information I have, the company hires more and more people with disabilities to provide everyone with equal opportunities. However, we do not have ramps for people who is in wheelchairs, which makes it

impossible for them to reach some areas in the office. Furthermore, we still do not have toilets for people with disabilities. This requires them to use common toilets which is very inconvenient in their conditions.

Finally, interior design of our office might be improved as it is very old. This improvement may include redesign of some areas, updating of colours, addition of new plants, etc.

### Prioritisation

I believe that the most important improvement between all of the mentioned above is the accessibility for people with disabilities. This means that this is a number one priority to improve in our office.

The second important area of modernisation should be outdated equipment which will help us to do our work efficiently.

And the last one is the improvement of the office's interior design which also is important to keep our coworkers in a good mood.

## Conclusion

To sum up, the next improvements need to be conducted: the accessibility for people with disabilities which should be the priority number one. Secondly, the technical equipment should be upgraded and repaired. ~~Finally~~ Finally, the interior design of the office should be updated. All these things will improve our workplace and will keep it attractive for our coworkers to come in.