

Candidate 5 - 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

Report about improvement suggestion's

Introduction

The aim of this report to make suggestions in how to improve workplace interior design, staff common room and kitchen.

First of all any change we may made that will positively increase staff productivity and satisfaction and that will get a good results.

Staff Common Room

Old broken furniture that will make break time less enjoyable and will impact negatively on staff physical activities leads to health problem.

Interior Design

First if it possible to change the colour of the office that will make staff feel something has been done to the office atmosphere also more comfort furniture will make employee more comfortable and will improve their health.

By replacing the plants with ~~something~~ something fresh will ~~make~~ make positive atmosphere.

Kitchen equipment's

The majority of the staff has complaint about the microwave same time, noise, burn food, Take Long Time to hit up the food and the hot water kittel, However that kittel must be replaced with new one because is not working.

~~And~~

Recommendation

As a result's this report look's at the prioritise. Also make some recommendation on how to improve staff workplace, genral atmosphere. ~~And~~ And all that suggestion will positively impact on staff wellbeing and mental health also will increase job satisfaction and productivity.