**KEY WORDS**

client, employ, location, modern, attractive, nearby,

barn conversion, character, creative, public transport,

add, decision, convenient

Office1 Office2

Advantages : Advantages :

Disadvantages : Disadvantages :

A graphic designer designs printed material – books, leaflets, posters, etc. They need an office with space for computers and the material they produce.

1 He works from home at the moment and needs more space for new staff. / 2 In the center of town. / 3 An office with desks and chairs, phone, meeting room, kitchen and toilets, shelves. / 4 5 miles out of town. / 5 Kitchen and toilets, parking. / 6 He doesn’t make a decision.

Words

Office 1

+ furnished, near to the station, easy for clients to visit,

- other companies share the facilities, not attractive, small

Office 2

+ beautiful location, big, light, car park

* difficult to get to, no furniture