*OFFICE LAYOUTS QUIZ*

**Instructions:** This quiz consists of three sections.

Answer the questions in each section.

**SECTION A.**

Read each statement numbered 1-5. Choose the correct answer by circling the letter that corresponds to that answer.

**1. An open office makes.**

a. People more productive b. Data more secure

c. Employees communicate more. d. Electricity more expensive.

**2. A virtual office plan must have a:**

a. Photocopier b. Fax machine

c. a printer d. A cubicle

**3. Two types of office layouts are:**

a. Virtual and cyberspace b. Enclosed and cellular

c. Enclosed and virtual d. Cellular and traditional

**4. Which office layout has a large space with several persons working?**

a. Virtual b. Open – plan

c. Enclosed d. Cellular

**5. An office layout is:**

a. An arrangement b. A piece of furniture

c. A machine d. None of the above

**SECTION B**

**UNSCRAMBLE THE FOLLOWING WORDS THAT ARE GIVEN BELOW.**

**(These words are related to Office Layouts)**

**Unscrambled Scrambled**

1. Agrmean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Fiefoc \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Ipaycvr \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Otmucpre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Inrtdtoaiia \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Aulrecll \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Aurivtl \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Pccsbeyare \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Ppnanleo \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Essprrouvi \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SECTION C

**ANSWER ALL QUESTIONS GIVEN BELOW**.

**1**. Why do you think enclosed offices are sometimes referred to as cellular

 Offices?

**2**. The movement of persons from a desk in an Open-plan office tend to be

 quicker than the Cellular layout.

 Why do you think this is so?

**3. Which type of office is likely to be used for:**

a. Senior staff members \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. General workers. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. Give two reasons for your answers.

**4. Pretend that these activities take place in your organization.**

1. Writing of confidential reports.

2. Operation of a call centre

3. Personal interviews of prospective employees.

**a**. What type of office layout would be most suitable for each activity?

**b**. Give two reasons for each answer given.

**5**. Download one picture of each office layout that you know of, and state two differences of each.