

## Business Conversation 16: Moving a Department

### Practice 1 | Useful Expressions

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**Directions:** Listen and repeat.

- **move out** - to go out from a place of business, a residence
- **listen up** - listen carefully
- **from upstairs** - in this case it means from the people in charge, from the boss
- **ASAP** - as soon as possible
- **drop what you are doing** - to suddenly stop whatever you are doing in order to do something else instead
- **be liable for** - to be responsible for
- **be held accountable for** - to be responsible for
- **no pressure** - no worries, no hurry
- **incentive** - something that motivates an individual to perform an action
- **misplace** - to put something somewhere and then be unable to find it again, especially for a short time

## Practice 2 | Dialogue

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**Directions:** Read the dialogue aloud with your teacher.

*The accounting department is changing offices from the first floor to the fifth one.  
Rick who is the head of the department is announcing and supervising the move.*

**Rick** : **Listen up** everyone! I just heard **from upstairs** that we are to move up to the fifth floor.

**Gloria** : Why?

**Rick** : They want us to **move out** so that we can be closer to the sales department.

**Gloria** : Do we have to go now?

**Rick** : Yes, **ASAP**.

**Gloria** : But I have papers to type in.

**Rick** : **Drop whatever you're doing**, save whatever you're working on and let's get to moving.

**Gloria** : Fine, fine.

**Rick** : Also, be careful with your personal objects. We **are not liable for** whatever you **misplace** or lose.  
In addition, you will **be held accountable for** losing any work related documents.

**Gloria** : **No pressure** there.

**Rick** : Let us try to have this finished by the end of the day. If we finish sooner, you can take the rest of the day off.

**Gloria** : Now that sounds like an **incentive**.

**Check your understanding:** Answer the following questions.

1. What is Rick's announcement about?
2. Why are they moving the accounting department to the fifth floor?
3. What incentive did Rick give to the employees for finishing the move fast?

## Practice 3 | Role-Play

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**Directions:** Have a role-play with your teacher in the following situation.

### Situation

You need to relocate your offices to the new building of the firm in order to be in the same place with all the other departments.

### Expressions:

- move out
- incentive
- ASAP
- be liable for
- from upstairs
- misplace
- drop what you're doing

## Practice 4 | Discussion

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**Directions:** Discuss these topics and exchange thoughts with your teacher.

1. Have you ever had to move your workspace or entire office?
2. Do you like to move your belongings alone or to be helped by other co-workers or professionals?
3. Would you prefer moving out from your current working space to another more suitable one?
4. How does your current workspace look like and how do you want it to be?
5. How confusing do you think moving your entire office in a short time could be?