Read this memo about the running of a canteen and decide whether the sentences below are TRUE or FALSE.

M E M 0

TO: ALL STAFF FROM: CANTEEN MANAGER

SUBJECT: REVISED CANTEEN OPERATION

In order to use the company canteen subsidy to the greatest benefit of the majority the following cost-cutting measures will come into effect from the beginning of next month:

1. The menu will still be changed daily and will be displayed in the usual way. However, choices of main course will be restricted to 3 (1 hot dish, 1 salad, 1 vegetarian dish) and the number of desserts available will be cut to 2 (1 hot and 1 cold) – fresh fruit, yoghurts and cheese will continue to be available.

2. Waitress service will be withdrawn and self-service introduced. However, a small area with waitress service will be set aside for the use of staff entertaining visitors to the company.

3. In the self-service area of the canteen all staff are asked to return all trays, dirty plates etc. to the trolleys provided. Please do not leave dirty coffee/tea cups etc. in the lounge area but return them to the trolleys.

4. ’Dirty jobs’ employees are asked not to wear their overalls in the canteen.

5. No changes will be made to opening times for the mid-morning and mid-afternoon breaks. The canteen will open from 9.45 - 10.45 and 3.15 - 4.00, the usual choice of tea, coffee, juices, soft drinks and light snacks will be on sale.

6. There is a change in the arrangements for the lunch hour. In future, lunch will be served in two sittings: 12.30 - 1.00 and 1.15 - 1.45. Please buy your tickets; for the required sitting in advance.

It is hoped that these new arrangements will lead to more cost-effective operation of the canteen without having a negative effect on either the quality of the food served or the restful atmosphere for members of staff. These new arrangements will be monitored and a survey of opinions will be held after a period of adjustment.

1. The changes in the operation of the canteen are due to the restrictions in the budget of the company. **T F**

2. The choice of the main course will be more limited than before. **T F**

3. Deserts will be replaced by fresh fruit, yoghurts, and cheese. **T F**

4. No more waitress service will be available anywhere in the canteen. **T F**

5. All used plates must be put on trolleys, but coffee cups may be left in the lounge. **T F**

6. Some employees have to change before entering the dining hall. **T F**

7. The canteen will be closed at 11 o’clock every day. **T F**

8. You can buy bottled beer in the afternoon. **T F**

9. You have to buy your lunch tickets which are for the specific lunch period. **T F**

10. Canteen users will be asked for their comments on the new arrangements. **T F**