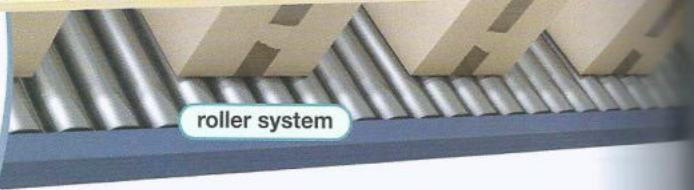
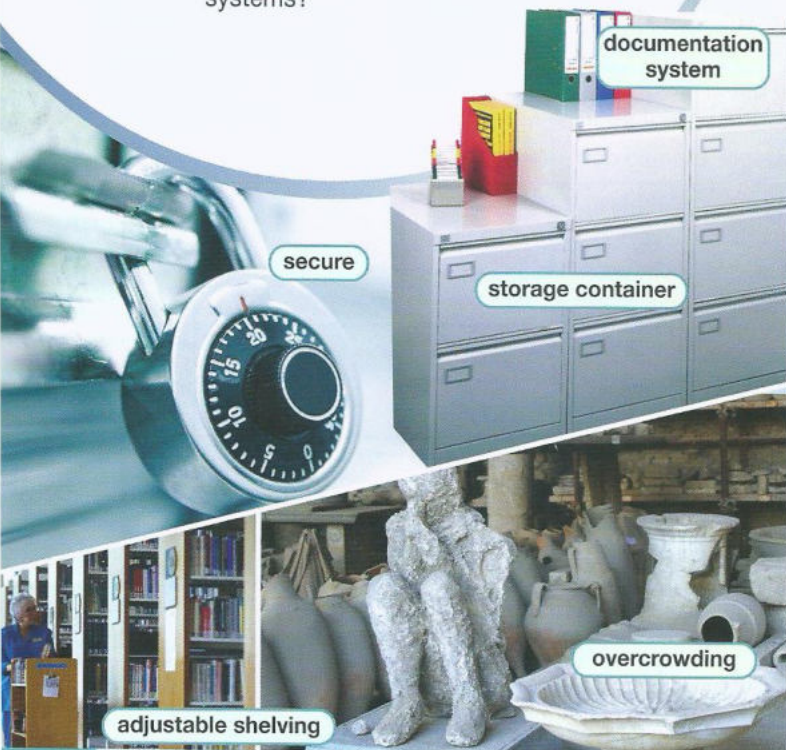


## Get ready!

1 Before you read the passage, talk about these questions.

- 1 Why is proper museum storage important?
- 2 What are some common types of storage systems?



## Reading

2 Read the email. Then, mark the following statements as true (T) or false (F).

- 1 \_\_\_ The current storage area provides sufficient room for everything.
- 2 \_\_\_ Ms. Limon wants to construct a reserve collection for medieval artifacts.
- 3 \_\_\_ A roller system is useful for moving heavy objects.

## Vocabulary

3 Match the words or phrases (1-8) with the definitions (A-H).

- |                |                         |
|----------------|-------------------------|
| 1 ___ storage  | 5 ___ movement          |
| 2 ___ space    | 6 ___ overcrowding      |
| 3 ___ secure   | 7 ___ racking system    |
| 4 ___ in store | 8 ___ storage container |

- A a system used to hold, hang, or display objects  
 B in a state in which it will not be lost or stolen  
 C a receptacle that holds materials for future use  
 D the act of altering location or position  
 E the act of keeping something to be used in the future  
 F an area that objects can occupy  
 G the state of being overfilled with people or things  
 H in reserve for future use

4 Read the sentences and choose the correct words or phrases.

- 1 Adjustable shelving / Overcrowding makes it easier to rearrange our inventory.
- 2 Every storage container / roller system needs a good set of wheels to operate.
- 3 The small storage space wasn't secure / sufficient to hold its entire inventory.
- 4 Our documentation system / racking system lists all our inventory items.
- 5 We maintain a reserve collection / storage container for research purposes only.

Dear Mr. Donner,

I'm emailing you about constructing a new **storage space** for our museum. In case you're unaware, our inventory is suffering from **overcrowding**. Hopefully a new storage area will provide **sufficient** room for everything.

I propose that we create a **reserve collection** for our Mesopotamian artifacts. These items are unpopular with visitors, but we need them **in store** for scholarly use. Perhaps some **adjustable shelving** with locked **storage containers** will keep them **secure**.

However, I'm open to other ideas. We can use a different **racking system** if you prefer. A **roller system** is one idea, as these allow for easier **movement** when moving heavier objects. They're also fairly inexpensive.

Essentially, it's not that important which racking system we use. We just need a suitable **documentation system**. Let me know what you prefer, and we'll discuss it.

Regards,  
 Elizabeth Limon



- 5 Listen and read the email again. What is one way to keep stored items secure?

## Listening

- 6 Listen to a conversation between two managers. Choose the correct answers.

- What is the main topic of the conversation?
  - debating which items to put in a new storage space
  - questioning where to move the old storage space
  - possible racking systems for a new storage space
  - brainstorming how to fill up unused storage space
- Which of the following is suggested in the conversation?
  - removing the old adjustable shelves
  - using a roller system to move lighter items
  - using storage containers to keep items secure
  - keeping track of items with a documentation system

- 7 Listen again and complete the conversation.

- Manager 1:** Hey Mr. Donner, did you get my email about the new 1 \_\_\_\_\_?
- Manager 2:** I did, Ms. Limon. I think it's a good idea.
- Manager 1:** Great, me too. Do you have any ideas about what kind of 2 \_\_\_\_\_ we should use?
- Manager 2:** Yeah, I thought about it a bit. I think some 3 \_\_\_\_\_ is workable.
- Manager 1:** Really? Great, I think so, too.
- Manager 2:** Yeah. We just need to make sure we use locked 4 \_\_\_\_\_ as well.
- Manager 1:** I agree. That's probably the best way to keep everything 5 \_\_\_\_\_.
- Manager 2:** Exactly.
- Manager 1:** Are you sure you don't think a 6 \_\_\_\_\_ is a better idea, though?

## Speaking

- 8 With a partner, act out the roles below based on Task 7. Then, switch roles.

### USE LANGUAGE SUCH AS:

*I think it's a good idea.*

*I think so, too.*

*That's probably the best way to ...*

**Student A:** You are a manager. Talk to Student B about:

- storage space
- the best storage for keeping items secure
- the best storage for rearranging items

**Student B:** You are a manager. Talk to Student A about storage spaces.

## Writing

- 9 Use the conversation from Task 8 to fill out the email.

## email >

James Conrad  
Department Head

Dear Mr. Conrad,

I'm contacting you about constructing a new storage space. The other managers and I discussed the issue thoroughly. We all think \_\_\_\_\_

Please let me know what you think.

Regards  
Mike Donner