Name_____M.5/___ No.___

Read the definitions and form appropriate compound nouns.

EXAMPLE 1) a secretary or administrative assistant working exclusively for one particular person
personal assistant

2) a goods and services tax _____

3) the activity of keeping good relationships between an organization and the general public _____

4) the most important office of an organization / company _____

5) a room where the people who control a company or organization meet _____

6) a large building for storing things before they are sold, used, or sent out _____

7) a person in charge of a meeting or organization (synonym for *president*) _____

8) a person who owns shares in a company _____

9) a person whose job is selling things in a shop or directly to costumers _____

10) the materials such as paper and pens that are needed in offices _____

11) a company or shop that makes travel arrangements for people _____

12) a journey taken for business purposes

13) a small plastic card that can be used as a method of payment _____

14) the department that deals with finding and managing employees _____

15) the group of people that work in a company ... _____

16) a time or day by which something must be done _____

17) information about reactions to a product (...) which is used as a basis for improvement _____

18) a person who you work with _____

19) in, from, or to other countries / relating to a foreign country _____

20) an official document that allows you to travel to foreign countries _____

21) the best and most expensive seats on a plane or in a train _____

22) to suggest a lot of ideas for a future activity very quickly _____

23) a page of information on the Internet _____

24) money that is borrowed from a bank _____

25) a computer that is small enough to be carried around easily and is flat when closed _____

1	personal •	• room
2	value -added •	• seas
3	public •	• card
4	head •	• assistant
5	board •	• supplies
6	ware •	• loan
7	chair •	• storm
8	share •	• line
9	sales •	• house
10	office •	• port
11	travel •	• tax
12	business •	• holder
13	credit •	• site
14	human •	• worker
15	work •	• relations
16	dead •	• class
17	feed •	• force
18	co- •	• trip
19	over •	• office
20	pass •	• resources
21	first •	• back
22	brain •	• agency
23	web •	• top
24	bank •	• man
25	lap •	• person

LIVEWORKSHEETS