

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 •

2

Value-added •

3

public •

4

head •

5

board •

6

ware •

7

chair •

8

share •

9

sales •

10

office •

11

travel •

12

business •

13

credit •

14

human •

15

work •

16

dead •

17

feed •

18

co- •

19

over •

20

pass •

21

first •

22

brain •

23

web •

24

bank •

25

lap •

• room

• seas

• card

• assistant

• supplies

• loan

• storm

• line

• house

• port

• tax

• holder

• site

• worker

• relations

• class

• force

• trip

• office

• resources

• back

• agency

• top

• man

• person