REVIEW OFFICE ADMINISTRATION

2º Q Ágora High School

UNIT 1 WHO`S WHO

1

Match A to B to form correct sentences. Pay attention to the words in bold.

A

1. An **Administrative Assistant** ...
2. The **Human Resources Director** ...
3. A **Customer Service Clerk** ...
4. A **Receptionist** ...
5. The **Head of IT** ...
6. The **Managing Director** ...



B

..... a. can sell the company.
..... b. deals with customers' problems.
..... c. looks after the company's computers.
..... d. organises meetings and conferences.
..... e. looks for new employees for the company.
..... f. greets people when they come to the office.

2

Complete the sentences with the words below.

greet • give • ask • welcome • offer • pronounce say

1. Can I ..... you a drink?
2. ..... to ABA Electronics.
3. I can ..... you directions to Ms Powell's office.
4. How do you ..... the Managing Director's name?
5. I always try to ..... people's names correctly, but it's very difficult sometimes.
6. My administrative assistants always ..... visitors when they arrive.
7. Can I ..... you a question, Mr Waits?



LIVEWORKSHEETS