

Match A to B to form correct sentences.**Pay attention to the words in bold.****1**

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.

UNIT 1 WHO'S WHO**Complete the sentences with the words below.**

greet + give + ask + welcome + offer + pronounce
say

2

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?

