

1 Complete the sentences with the words in the box.

answer calls data do emails meetings orders start travels writes

- | | |
|--|--|
| 1 The Sales Assistants _____ work at 9 a.m. | 6 My boss _____ sales reports. |
| 2 The Production Engineer writes a lot of _____. | 7 We go to _____ on Thursdays. |
| 3 The Sales Manager _____ customers every week. | 8 I _____ a lot of research in my job. |
| 4 The Admin Assistants _____ the phone. | 9 The Admin Assistant processes _____. |
| 5 The Project Manager often _____ for work. | 10 Our manager analyses sales _____. |

2 Write sentences about Nico and Paula. Use the notes.

Nico is an Admin Assistant.

- starts work early (always)
He always starts work early.
- travels for work (never)
He _____.
- calls customers (usually)
He _____.

Paula is a Project Manager.

- does research (often)
She _____.
- goes to meetings with clients (sometimes)
She _____.
- processes orders (rarely)
She _____.