Complete each sentence with ONE suitable word/ phrase based on the first given letter

Example: *I need a* ***p*** *_ _ _ _* ***c*** *_ _ _ to hold these sheets of paper together.*

Answer: *paper clip*

C_ _ _ _ _ _ _ _ _ room is a room for business events and meetings.

C_ _ _ _ _ _ _ _ is a location with a lot of food and drinks for all people in the company.

Can I open the **a**_ _ **c**_ _ _ _ _ _ _ _ _ _ because our office is too hot today?

Customer service officers have to **d**_ _ _**w**_ _ _ all customers' problems.

E_ _ _ _ _ _ _ _ are those who work in a company or an office and are paid to work for employers.

F_ _ _ _ _ _ are used to hold papers, usually made of cardboard.

Google's **r**_ _ _ _ _ _ amounted to 74.54 billion US dollars in 2015.

How much are these in total? – Wait for a second, I'll get the **c**_ _ _ _ _ _ _ _ and count them for you.

I like chatting with my colleagues around the **c**_ _ _ _ _ **t**_ _ _ _ at break time.

I need some **t**_ _ _ and scissors to wrap the products before delivering them to the buyers.

I spend one hour writing down my working experiences in my **d**_ _ _ _ every day.

If we do not put **i**_ _ **c**_ _ _ _ _ _ _ _ _ inside the photocopier in the Marketing department, it cannot work anymore.

Kikkoman is a Japanese company and they **s**_ _ _ 400 million litres of soy sauce every year.

L_ _ _ _ _ _ _ _ manager often deals with the movement of products from the factories to the market

Last year, this company **h**_ _ _ _ 100 employees for new strategy.

M_ _ _ _ _ _ _ _ department is the part of a company that advertises a product for sale.

M_ _ _ _ _ **s**_ _ _ _ is the amount that a company sells its products or services compared with other companies selling the same things.

Our company wants to **d**_ _ _ _ _ _ customer base in the countryside.

Sacombank has over 250 **s**_ _ _ _ _ _ _ _ _ _ _ _ located in almost all of the cities in Vietnam.

Samsung Electronics was **f**_ _ _ _ _ _ in 1974. It's one of the largest information technology companies in the world.

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The company hasn't **e**_ _ _ _ _ _ _ enough people, so I have to work overtime to meet the requirements of customers.

The **F**_ _ _ _ _ _ department is in charge of managing the money flowing in and out of the company.

The human **r**_ _ _ _ _ _ _ _ department is the part of a company that is responsible for hiring and firing people.

This local factory **p**_ _ _ _ _ _ _ all electronic components for our city.

Unilever manufactures detergents, home & personal care products and foods including some of the world's top **b**_ _ _ _ _ like: Omo, Lux, Lifebuoy, Dove, etc.

Vietnam's retail market is expected to reach $179 billion in **t**_ _ _ _ _ _ _ next year.

Vinamilk's **h**_ _ _ **o**_ _ _ _ _ is located in Ho Chi Minh City.

We **c**_ _ _ _ _ _ the security camera to know what happened in the office yesterday.

We can ask information about a company at their **r**_ _ _ _ _ _ _ _ desk.

We can change our company's documents into pictures by using a **s**_ _ _ _ _ _.

Identify the error (A, B, C or D) in each sentence and write the correct words/ phrases

Example: *I need print (A) a hard copy of (B) this file. Is (C) there a printer I can (D) use?*

Answer: *A - to print*

'Are (A) there any (B) highlighter (C) on the office desk.?' – 'No, there aren't (D).'

'Could you to tell (A) me the way to (B) the sales department, please?' - 'Go straight ahead. It's (C) the first door on your left (D).'

'Excuse me. Could (A) you tell me where the sales (B) department is?' – 'It is between (C) Purchasing department with (D) IT department.'

'How many (A) subsidiaries does (B) the company have?' – 'It have (C) 25 branches in (D) Korea.'

'Please, show (A) me the way to (B) the financial director's office?' - 'Take (C) the second right. It's next (D) the Purchasing department.'

'What (A) does your (B) company produce?' - 'My company manufacture (C) mobile phones (D).'

'What is (A) your (B) company turnover last year (C)?' – 'It's (D) $50,000.'

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Can you tell (A) me what (B) this machine is use (C) for and how we use it (D)?

Customer service department has to (A) deal for (B) problems which are (C) posed from (D) customers.

Customer service department is (A) in (B) the fifth (C) floor of this (D) building.

From (A) the main corridor, logistics (B) department is in (C) the right (D) of Production department.

Her (A) new company (B) is based (C) on (D) Australia.

His (A) company was (B) establish (C) 10 years ago (D).

How much (A) people does (B) your (C) company employ (D)?

HR department is (A) in charge of recruiting, train (B), and dismissing (C) employees in (D) a company.

I think (A) that Human resources (B) department are (C) the most important (D) one to your company.

Is (A) there any (B) folders on (C) your desk? I need one right (D) now.

It's (A) total worldwide (B) sales were (C) 5 billion pounds (D) last year.

Levis specializes (A) in produce (B) jeans that cost (C) no less (D) than $50.

She needs (A) to using (B) a fax machine in about 15 minutes to fax (C) a document to (D) her manager.

She's (A) responsible to (B) checking the quality (C) of the products (D) in Production Department.

The marketing (A) department of (B) a company is (C) in charge of advertise (D) products.

The secretary uses (A) the printer on (B) the desk print (C) document for the manager (D).

The shredder in (A) our office is broken (B) so we need buying (C) a new one (D).

There are (A) 3 stapler (B) on her (C) table; you can take which one (D) you want.

There're (A) a big (B) filing cabinet in our (C) new manager's (D) room.

There's (A) some (B) new paper clips on (C) the conference table in our (D) company.

We use (A) Internet to stays (B) in touch more often (C) and for longer with (D) our customers.

Where (A) does (B) your company located (C)?' - 'It's in (D) New York.'

Where (A) was Samsung electronics (B) company founded? – It was (C) founded in (D) 1974.

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