

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 •	• room
2	Value-added •	• seas
3	public •	• Card
4	head •	• assistant
5	board •	• supplies
6	ware •	• loan
7	Chair •	• storm
8	share •	• line
9	sales •	• house
10	office •	• port
11	travel •	• tax
12	business •	• holder
13	Credit •	• site
14	human •	• worker
15	work •	• relations
16	dead •	• Class
17	feed •	• force
18	Co- •	• trip
19	over •	• office
20	pass •	• resources
21	first •	• back
22	brain •	• agency
23	web •	• top
24	bank •	• man
25	lap •	• person