

## Vocabulary and Functional Language

### 1. Who says it? Circle the correct answer.

1. "We need to find four more workers for the Accounting Department".
  - a. An Accounts Assistant
  - b. The Human Resources Director
2. "There's a mistake in this invoice".
  - a. A Financial Supervisor
  - b. The Operations Director
3. "Shall I order more pens?"
  - a. a Junior Administrative Assistant
  - b. the CEO
4. "I can offer you an excellent price for this product"
  - a. The Personnel Manager
  - b. A Sales Representative
5. "This product will sell well in the USA"
  - a. The Marketing Director
  - b. A Senior Administrative Assistant
6. "Please shut down your computers before you leave your office today"
  - a. a Production Team Leader
  - b. The Head of IT

### 2. Complete the positions

1. F \_\_\_\_\_ D \_\_\_\_\_
2. C \_\_\_\_\_ E \_\_\_\_\_
3. S \_\_\_\_\_
4. M \_\_\_\_\_ D \_\_\_\_\_
5. S \_\_\_\_\_ M \_\_\_\_\_
6. P \_\_\_\_\_ A \_\_\_\_\_

### 3. Complete the sentences with the words from Exercise 2.

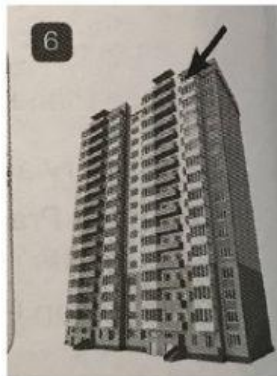
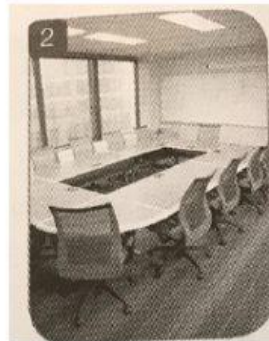
1. Mr Roberts' \_\_\_\_\_ always organizes meetings for him.
2. The \_\_\_\_\_ wants to start selling the new sweaters in France.
3. The \_\_\_\_\_ is meeting with his department to discuss ways to help the company make more money.
4. All of the directors make up the \_\_\_\_\_
5. We've got a new \_\_\_\_\_ she's making changes in the structure of the whole company.
6. Mrs Kirkwood called all the \_\_\_\_\_ together to discuss holidays.

### 4. The words and phrases in bold are in the wrong sentence. Write them next to the correct sentence.

1. How would you **be in charge of** your supervisor? Is she nice? \_\_\_\_\_
2. Our production team is trying to **explain how to use** a new product. We hope it will be ready in a month. \_\_\_\_\_
3. I would like Emma to **hire** this new project and lead the team. \_\_\_\_\_
4. Our new administrative assistant will **develop** me with the presentation \_\_\_\_\_
5. Mr Jones wants to **sell** a new Financial Supervisor \_\_\_\_\_
6. Susan, our Junior Administrative assistant, will **assist** the new photocopier. \_\_\_\_\_
7. We can **describe** those bags for at least \$30 each. \_\_\_\_\_

**5. Write the correct words under each picture.**

car park - warehouse - ground floor – toilets - reception - conference room-  
top floor- lift – maintenance



**6. Match the words with their definitions**

- |                         |                                            |
|-------------------------|--------------------------------------------|
| 1. Kitchen              | b. A place where offices supplies are kept |
| 2. Cafeteria            | c. A room to prepare food and drinks       |
| 3. Lobby                | d. A room at the entrance of a building    |
| 4. Enter                | e. Come into a building                    |
| 5. Exit                 | f. A place where people buy food           |
| 6. Stockroom            |                                            |
| a. Go out of a building |                                            |

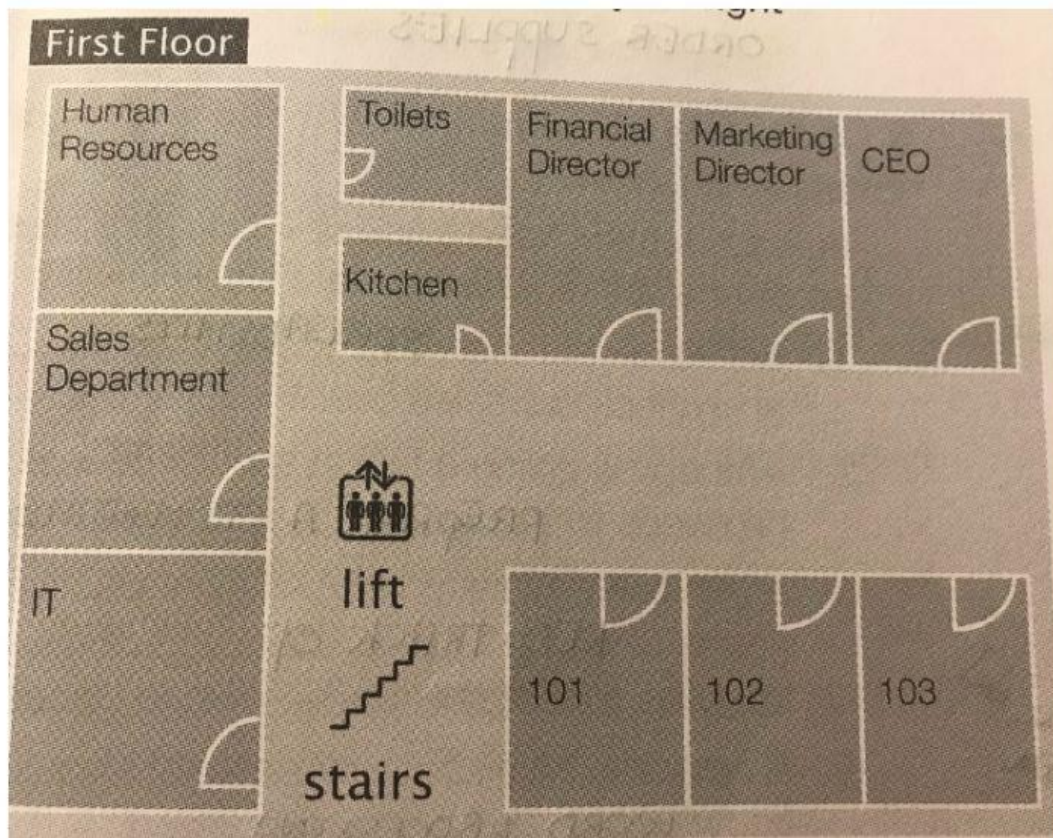
**7. Write the correct sentence under each picture.**

Turn right – Go straight – Go up the stairs – Turn left – Go down the stairs



**8. Look at the floor plan and complete the sentence with the words below.**

Opposite – go past – on your left – between – in front of – behind – at the end of the corridor – on your right



1. The marketing Director's office is \_\_\_\_\_ the financial Director's office and the CEO's office.
2. The Financial Director's office is \_\_\_\_\_ Room 101.
3. When you get out of the lift, the Sales Department is \_\_\_\_\_.
4. Room 103 and the CEO's office are \_\_\_\_\_.
5. When you leave Room 102, you see Room 103 \_\_\_\_\_.
6. \_\_\_\_\_ the Sales Department and you'll see Human Resources on your left.
7. When you exit the lift, the kitchen is \_\_\_\_\_ you and the toilets are \_\_\_\_\_ the kitchen.