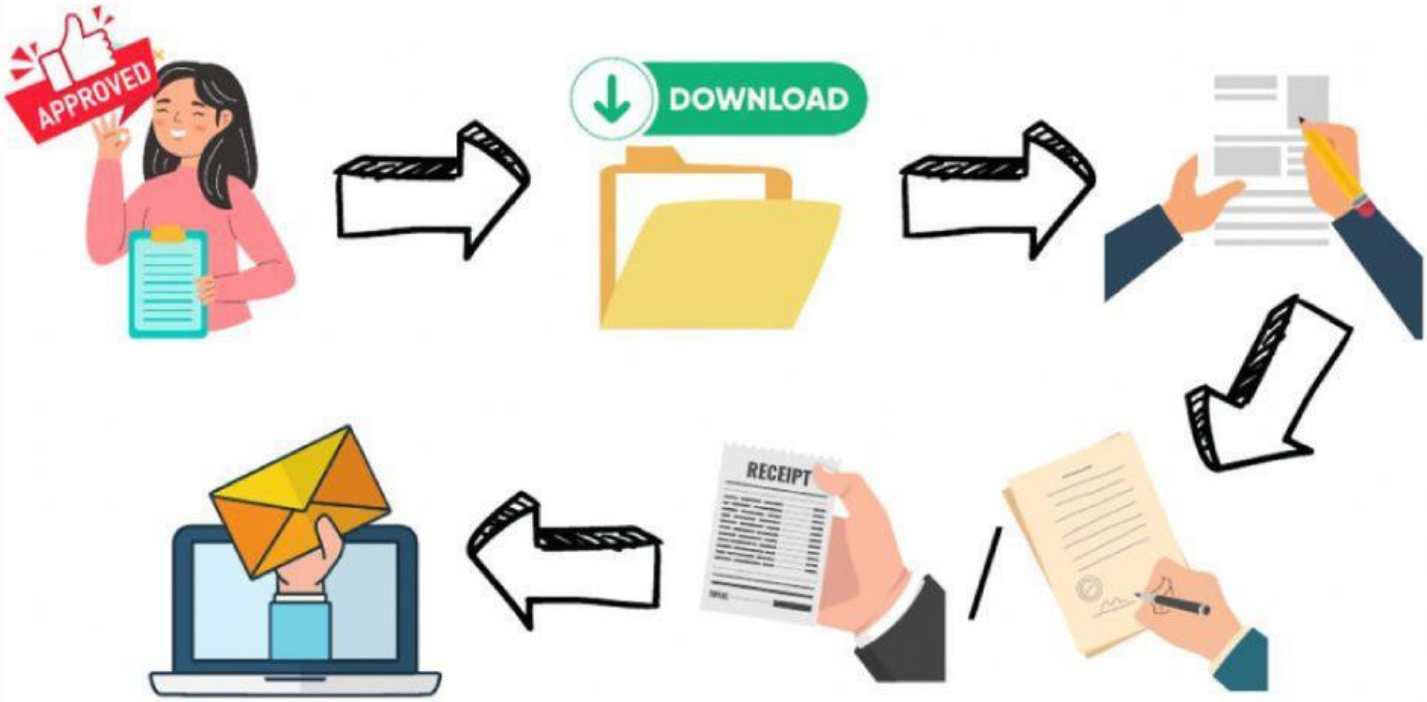
VE2C

# Giving instructions

Drag and drop the options to the correct space to complete the instruction below.




| seek | next | within | must | submitted |
|---|---|---|---|---|

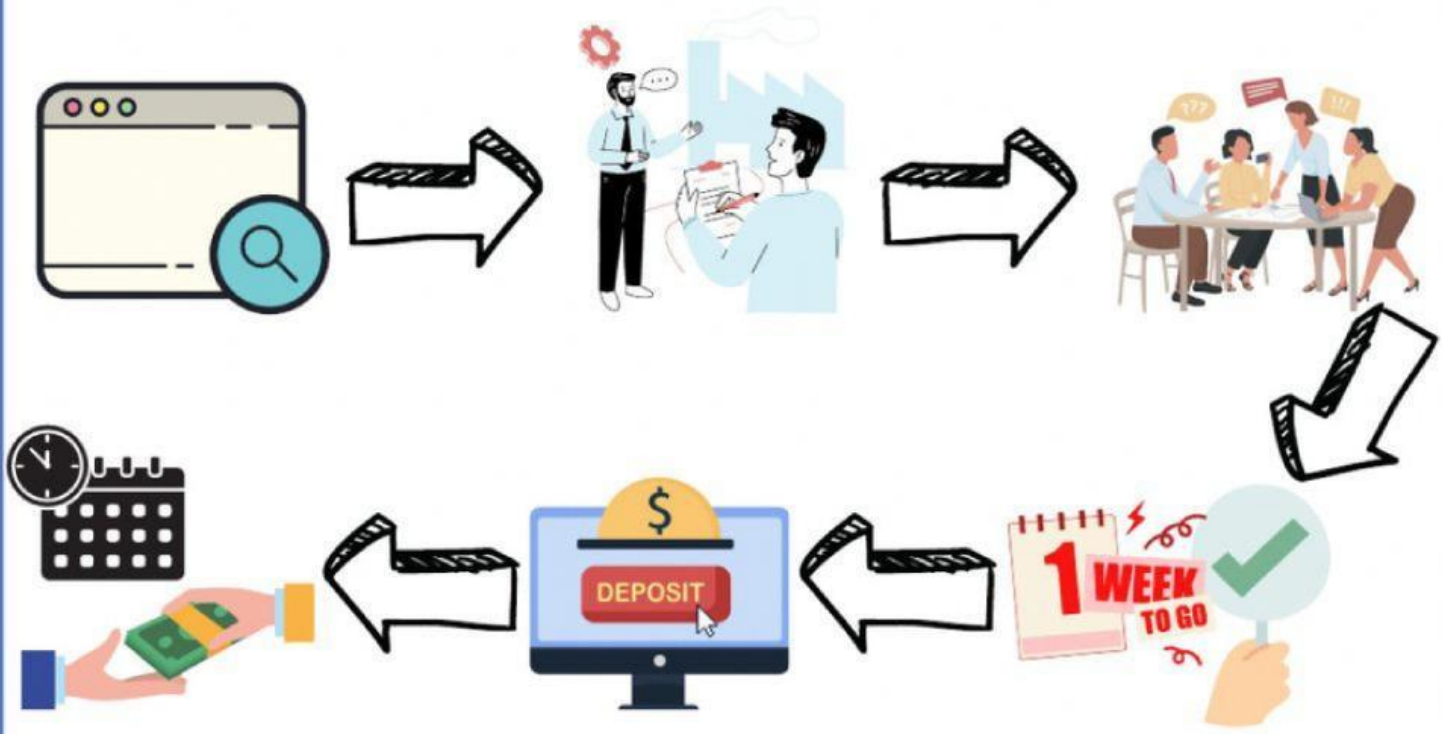
To claim the travel expenses for work, first, (a) _____ approval from the team leader. Following that, download the reimbursement form RI100 from our company common drive. (b) _____, fill in the form. Then, you (c) _____ attach the original receipt to the form. Otherwise, the reimbursement form must be (d) _____ for supervisor's signature. Finally, all the documents should be sent to the Finance Manager (e) _____ 2 weeks.

LIVEWORKSHEETS

VE2C

# Giving instructions

Drag and drop the options to the correct space to complete the instruction below.




| | | | | |
|---|---|---|---|---|
| contact | finally | should | before | paid |

To book the venue for the charity concert, first, search for a suitable venue. After that, (a) _____ the venue provider to arrange a site visit. Next, we (b) _____ discuss all requirements with the venue provider. If the venue meets our requirements, confirm the booking at least 1 week (c) _____ the concert. (d) _____, make the deposit to the venue provider. The balance must be (e) _____ within 1 month.

LIVEWORKSHEETS