EXERCISE 4

FROM THE TEXT BOOK: BUSINESS ADMINISTRATION AND FINANCE

5 Complete the sentences with the correct verb below.

distribute • keep • prepare • receive • schedule screen

1. You ..... track of our office supplies so that we don't run out of anything.
2. Please ..... my calls carefully – I'm very busy, and I don't have time to talk to everyone who calls.
3. Could you ..... a meeting for tomorrow at 10.30 in the conference room, please?
4. When you ..... visitors, it's very important to make them feel welcome.
5. Please ..... the incoming mail as soon as possible in case there's anything urgent.
6. Can you help me to ..... this presentation? I need to find some images for the slides.

LIVEWORKSHEETS