1º Q OFFICE ADMINISTRATION: SPECIFIC VOCABULARY

HUMAN RESOURSES=

MANAGING DIRECTOR=

CUSTOMER SERVICES=

SALES DIRECTOR=

FINANCIAL DIRECTOR=

RESEARCH AND DEVELOPMENT=

MARKETING DIRECTOR=

IT DEPARTMENT=

ACCOUNTANT DEPARTMENT

ROOM=

CONFERENCE ROOM=

MEETING=

FLOOR =

BUILDING=

BASEMENT=

GROUND FLOOR=

FIRST FLOOR=

LIFT=

TOP FLOOR=

LIVEWORKSHEETS

GIVING DIRECTIONS=

Can you tell where is the room 234?

Where is the room 234, please?

How can I get the room 234?

MORE EXPRESSIONS TO BE TRANSLATED:

ON THE RIGHT=
ON THE LEFT=
GO PAST=
ENTER=
GET OUT OF=
UP=
LOOKING FOR=

LIVEWORKSHEETS