

## 1 Complete the dialogue with the words in the box. There are two extra words.

approve click enter invoice issue notify purchase receive request

- A: Hi Jane. We need a(n) <sup>1</sup> \_\_\_\_\_ order for the extra supplies.  
 B: OK. Can you help me? I don't know how to create purchase orders.  
 A: No problem. Open the payment system and <sup>2</sup> \_\_\_\_\_ all the details.  
 B: Then do I <sup>3</sup> \_\_\_\_\_ the supplier?  
 A: No. The system automatically sends an email.  
 B: Oh, that's really easy. What happens next?  
 A: Well, the suppliers deliver the goods and <sup>4</sup> \_\_\_\_\_ payment.  
 B: They do that with a(n) <sup>5</sup> \_\_\_\_\_, right?  
 A: Yes. The supplier has to <sup>6</sup> \_\_\_\_\_ that with the purchase order number on it.  
 B: And then we pay it.  
 A: Yes, but first the manager has to <sup>7</sup> \_\_\_\_\_ the payment.  
 B: Right, I think I understand. Thanks for your help.

## 2 Complete the words.

- 1 Their deliveries are always late. That company is totally u\_\_\_\_e.  
 2 This department is very e\_\_\_\_t and work is always on schedule.  
 3 This document is difficult to understand. It's very c\_\_\_\_d.  
 4 Using the new system is very s\_\_\_\_e. Just follow the instructions on the screen.  
 5 We can't use that supplier again. The quality of their products is very p\_\_\_\_r.  
 6 The instructions are very c\_\_\_\_r. They're easy to understand.

## 3 Choose the correct words.

John's job is to <sup>1</sup>remember / organise / download the deliveries. When he <sup>2</sup>supplies / forgets / receives an order, he checks the product is in stock. Then he <sup>3</sup>confirms / receives / enters the delivery date with the customer. He has to <sup>4</sup>remember / forget / confirm to put all the details in the order system. He also has to <sup>5</sup>need / forget / check all the details carefully.

## 4 Complete the sentences with one word from each box.

bank induction ~~job~~ medical office safety

certificate details meetings specific tour training

- 1 We give all our employees job-specific training.  
 2 You need a(n) \_\_\_\_\_ to show you are healthy and OK for work.  
 3 There are always \_\_\_\_\_ for new employees on their first day.  
 4 All employees need to receive health and \_\_\_\_\_.  
 5 HR need the \_\_\_\_\_ of all new employees so finance can arrange payment.  
 6 On their first day, new employees have a(n) \_\_\_\_\_ so they can see the building and meet other staff.