

## **TASK 1**

**Match the verbs on the left with the correct phrase on the right.**

1. \_\_\_ send
2. \_\_\_ submit
3. \_\_\_ update
4. \_\_\_ create
5. \_\_\_ write
6. \_\_\_ restrict

  

- a) a check
- b) document access
- c) a receipt
- d) a purchase order
- e) an invoice
- f) document templates

## **TASK 2**

Match the correct verb phrases to the document type.

Example:

1. Send an invoice → **Invoice**

1. Approve a purchase order → \_\_\_\_\_
2. Validate a receipt → \_\_\_\_\_
3. Reconcile a bank statement → \_\_\_\_\_
4. File a tax document → \_\_\_\_\_
5. Pay a bill → \_\_\_\_\_
6. Issue a credit note → \_\_\_\_\_
7. Write a check → \_\_\_\_\_
8. Inspect a bill of lading → \_\_\_\_\_

### Task 3: Complete the Sentences

Use the correct word from the box to complete each sentence.

**Word Box:** invoice, bill, purchase order, receipt, credit note, check, tax document, bank statement

1. We receive the \_\_\_\_\_ from the supplier.
2. She always files the \_\_\_\_\_ in the archive.
3. I write a \_\_\_\_\_ for every client payment.

4. They review the \_\_\_\_\_ every Friday.
5. He approves the \_\_\_\_\_ for new equipment.
6. Our company sends the \_\_\_\_\_ after delivery.
7. We apply the \_\_\_\_\_ when there is a refund.
8. I submit a \_\_\_\_\_ to the accountant every month.

#### **TASK 4: Make Sentences (Affirmative / Negative)**

Write 4 sentences in **Present Simple** using the prompts.

1. I / send / invoices
2. We / not / approve / credit notes
3. She / file / tax documents
4. They / not / validate / receipts

Example:

I send invoices.

#### **TASK 5 Answer the Questions**

Write short answers using Present Simple.

1. Do you review bank statements every week?

→ \_\_\_\_\_

2. Does your team file tax documents?

→ \_\_\_\_\_

3. Do you organize record archives?

→ \_\_\_\_\_

4. Does he approve invoices?

→ \_\_\_\_\_

## **TASK 6 Write About You**

**Read the descriptions and match them to the correct sentence.**

### **Descriptions:**

- A.** She prepares a list of items the company wants to buy and sends it to the supplier.
- B.** They give money for electricity and phone services every month.
- C.** He looks at papers to check if the information is correct.
- D.** I send documents to clients asking them to pay.
- E.** We keep documents that show what we paid for safe keeping.

### **Sentences:**

- 1. I send invoices. → \_\_\_\_\_

2. We file receipts. → \_\_\_\_
3. She creates purchase orders. → \_\_\_\_
4. He reviews documents. → \_\_\_\_
5. They pay bills. → \_\_\_\_

## **TASK 7**

**Choose the correct sentence (a or b).**

1. a) He receive a check.  
b) He receives a check.
2. a) We review bank statements.  
b) We reviews bank statements.
3. a) She organize records.  
b) She organizes records.
4. a) They apply credit notes.  
b) They applies credit notes.
5. a) I send invoices.  
b) I sends invoices.

## **TASK 8**

Write 3–4 sentences about your job or studies. Use words from the list (invoice, bill, approve, file, send, etc.).

Example:

I work in an office. I send invoices and approve documents. I don't write checks.