

1 Complete the sentences with the words in the box.

answer calls data do emails meetings orders start travels writes

- 1** The Sales Assistants _____ work at 9 a.m.
- 2** The Production Engineer writes a lot of _____.
- 3** The Sales Manager _____ customers every week.
- 4** The Admin Assistants _____ the phone.
- 5** The Project Manager often _____ for work.
- 6** My boss _____ sales reports.
- 7** We go to _____ on Thursdays.
- 8** I _____ a lot of research in my job.
- 9** The Admin Assistant processes _____.
- 10** Our manager analyses sales _____.

2 Write sentences about Nico and Paula. Use the notes.

Nico is an Admin Assistant.

- 1** starts work early (always)

He _____.

- 2** travels for work (never)

He _____.

- 3** calls customers (usually)

He _____.

Paula is a Project Manager.

- 4** does research (often)

She _____.

- 5** goes to meetings with clients (sometimes)

She _____.

- 6** processes orders (rarely)

She _____.

3 Choose the correct option.

- 1 Emilio needs to create the *brief / talk* with instructions for the project.
- 2 They need an *agenda / update* from the team with all their new information.
- 3 We have a *budget / data* meeting tomorrow to discuss production costs.
- 4 Our Admin Assistant usually *books / creates* a meeting room for the team.
- 5 We have five things on the *agenda / presentation* to discuss.
- 6 Can you *book / calculate* the production costs today, please?
- 7 The sales team prepares *discussions / presentations* for all our new products.