## 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 always starts work early.

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 _____.

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**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.

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