

1 Complete the sentences with the words in the box.

answer calls data do emails meetings orders start travels writes

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

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.