

**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 \_\_\_\_\_.