

Name and group: _____ Date: _____

Vocabulary

Write the letter of the correct match for each next to each description

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|----------------------|--|
| 1. _____ supervisor | a. a group of people that work together |
| 2. _____ downsizing | b. the degree of excellence of something |
| 3. _____ staff | c. Creating publicity for a product |
| 4. _____ CEO | d. a calendar with assigned events |
| 5. _____ advertising | e. Chief executive officer |
| 6. _____ purchase | f. when more employees are needed |
| 7. _____ schedule | g. to buy something |
| 8. _____ hiring | h. a person in charge of a group of people |
| 9. _____ quality | i. a company's symbol |
| 10. _____ logo | j. when a company has to eliminate staff positions |

11. Circle **three** duties that are not part of an accountant's job

An accountant

- unloads deliveries
- does the bookkeeping
- gives information about the company's products
- is in charge of the payroll
- is responsible for recruiting employees

Use **PRESENT SIMPLE** to complete the sentences

12. Alex _____ (design) web pages.
13. The personal assistant _____ (take) notes in the meeting.

Put the verbs in **PAST SIMPLE** tense to complete the sentences

14. The company _____ (purchase) 100 computers for the staff members.
15. When _____ Toyota _____ (start) up?

PAST CONTINUOUS Choose the correct sentence.

16. I was writing an email to our suppliers when the computer crashed.
Levi Strauss was born in Bavaria in 1829.