

Name and group: \_\_\_\_\_ Date: \_\_\_\_\_

## Vocabulary

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

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 positions	j. when a company has to eliminate staff

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.