

Vocabulary and Functional Language

1. Who says it? Circle the correct answer.

1. "We need to find four more workers for the Accounting Department".
 - a. An Accounts Assistant
 - b. The Human Resources Director
2. "There's a mistake in this invoice".
 - a. A Financial Supervisor
 - b. The Operations Director
3. "Shall I order more pens?"
 - a. a Junior Administrative Assistant
 - b. the CEO
4. "I can offer you an excellent price for this product"
 - a. The Personnel Manager
 - b. A Sales Representative
5. "This product will sell well in the USA"
 - a. The Marketing Director
 - b. A Senior Administrative Assistant
6. "Please shut down your computers before you leave your office today"
 - a. a Production Team Leader
 - b. The Head of IT

2. Complete the positions

1. F _____ D _____
2. C _____ E _____
3. S _____
4. M _____ D _____
5. S _____ M _____
6. P _____ A _____

3. Complete the sentences with the words from Exercise 2.

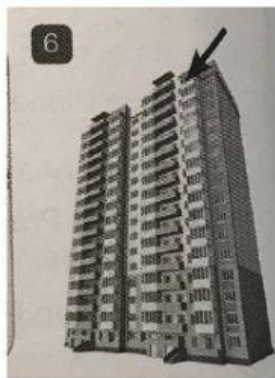
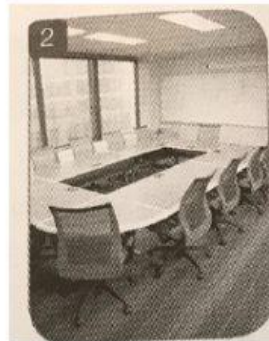
1. Mr Roberts' _____ always organizes meetings for him.
2. The _____ wants to start selling the new sweaters in France.
3. The _____ is meeting with his department to discuss ways to help the company make more money.
4. All of the directors make up the _____
5. We've got a new _____ she's making changes in the structure of the whole company.
6. Mrs Kirkwood called all the _____ together to discuss holidays.

4. The words and phrases in bold are in the wrong sentence. Write them next to the correct sentence.

1. How would you **be in charge of** your supervisor? Is she nice? _____
2. Our production team is trying to **explain how to use** a new product. We hope it will be ready in a month. _____
3. I would like Emma to **hire** this new project and lead the team. _____
4. Our new administrative assistant will **develop** me with the presentation _____
5. Mr Jones wants to **sell** a new Financial Supervisor _____
6. Susan, our Junior Administrative assistant, will **assist** the new photocopier. _____
7. We can **describe** those bags for at least \$30 each. _____

5. Write the correct words under each picture.

car park - warehouse - ground floor – toilets - reception - conference room-
top floor- lift – maintenance



6. Match the words with their definitions

- | | |
|-------------------------|--|
| 1. Kitchen | b. A place where offices supplies are kept |
| 2. Cafeteria | c. A room to prepare food and drinks |
| 3. Lobby | d. A room at the entrance of a building |
| 4. Enter | e. Come into a building |
| 5. Exit | f. A place where people buy food |
| 6. Stockroom | |
| a. Go out of a building | |

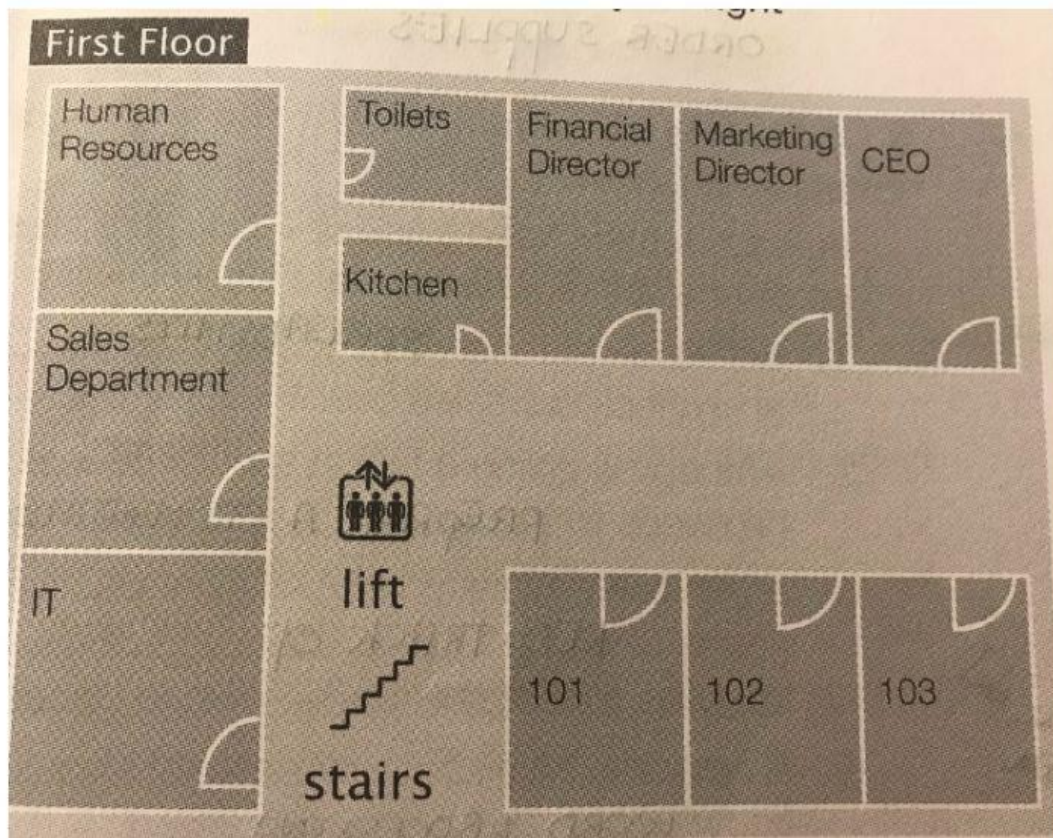
7. Write the correct sentence under each picture.

Turn right – Go straight – Go up the stairs – Turn left – Go down the stairs



8. Look at the floor plan and complete the sentence with the words below.

Opposite – go past – on your left – between – in front of – behind – at the end of the corridor – on your right



1. The marketing Director's office is _____ the financial Director's office and the CEO's office.
2. The Financial Director's office is _____ Room 101.
3. When you get out of the lift, the Sales Department is _____.
4. Room 103 and the CEO's office are _____.
5. When you leave Room 102, you see Room 103 _____.
6. _____ the Sales Department and you'll see Human Resources on your left.
7. When you exit the lift, the kitchen is _____ you and the toilets are _____ the kitchen.