

EXERCISE 5

FROM THE BOOKTEXT BUSINESS ADMINISTRATION AND FINANCE

TRANSLATE VOCABULARY AND USEFUL EXPRESSIONS INTO SPANISH

TELEPHONING:

ANSWERING INCOMING CALLS =

SCREENING CALLS =

TAKING AND DELIVERING MESSAGES =

CORRESPONDENCE:

DISTRIBUTING INCOMING MAIL =

SENDING EMAILS

UPDATING MAILING LISTS

MEETING:

SCHEDULING MEETINGS =

TYING AGENDAS =

TAKING MINUTES =

ASSISTING IN PREPARING PRESENTATIONS =

KEEP A LOG =

ATTEND A MEETING =

RESPONSIBLE FOR =

BE IN CHARGE OF =

UPDATE =

TAKE MINUTES =

TAKE AN INVENTORY =

FILE DOCUMENTS =

PREPARE A PRESENTATION =

ORDER OFFICE SUPPLIES =

SCHEDULE MEETINGS =

TYPE AGENDA =