

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:

SCHEDULLING MEETINGS=

TYPING 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=