EXERCISE 5

FROM THE BOOKTEXT BUSINESS ADMINISTRATION AND FINANCE

TRANSLATE VOCABULARY AND USEFUL EXPRESSIONS INTO SPANISH

TELEPHONING:
ASNWERING INCOMING CALLS =
SCREENING CALLS=
TAKING AND DELIVERING MESSAGES=

CORRESPONDENCE:
DISTRIBUITING 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=

LIVEWORKSHEETS