Fill in the blanks with the appropriate vocabulary words from the list provided:

1. My _____ is filled with pens, notebooks, and other essentials for my daily work tasks.
2. The team will have a _____ call tomorrow to discuss the project updates with our overseas colleagues.
3. Could you please send me the latest _____ of the project so I can see how we're progressing?
4. It's important to manage your time effectively to meet _____ and complete tasks on schedule.
5. I'll need your help with this _____. Can you assist me in gathering the necessary information?
6. I have a _____ to complete by the end of the week, so I'll be working late tonight.
7. Let's meet in the _____ during lunch break to discuss the upcoming presentation.
8. Could you provide some _____ about the new software system we're implementing? I'm not sure how it works.
9. The _____ between home and the office can sometimes be stressful, especially during rush hour traffic.
10. After the meeting, I'll send a _____ email to summarize our discussion and outline the next steps.

LIVEWORKSHEETS