



Complete the sentences with the office routines below. Drag the answers.

search the Internet

order office supplies

schedule a meeting

take minutes

make photocopies

take a message

1. I'm going to later. Do you need any pens or anything like that?

2. I need to know more about that company before I go for an interview. I'll to see what I can find.

3. Please can you of this week's sales figures for everyone at the meeting?

4. We need somebody to at the meeting this afternoon. Let's ask Tom – he's good at listening carefully and writing quickly.

5. I'm sorry, but Mr Chadwick isn't here at the moment. Can I ?

6. I think we need to for tomorrow with the project manager to discuss the progress of the new app.

