

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.



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LIVEWORKSHEETS