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.

0 / 100

LIVEWORKSHEETS