TASK 1

Match the verbs on the left with the correct phrase on the right.

1. ___ send
2. ___ submit
3. ___ update
4. ___ create
5. ___ write
6. ___ restrict

a) a check
b) document access
c) a receipt
d) a purchase order
e) an invoice
f) document templates

TASK 2

Match the correct verb phrases to the document type.

Example:
1. Send an invoice → **Invoice**

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1. Approve a purchase order → _____
2. Validate a receipt → _____
3. Reconcile a bank statement → _____
4. File a tax document → _____
5. Pay a bill → _____
6. Issue a credit note → _____
7. Write a check → _____
8. Inspect a bill of lading → _____

Task 3: Complete the Sentences

Use the correct word from the box to complete each sentence.
Word Box: invoice, bill, purchase order, receipt, credit note, check, tax document, bank statement

1. We receive the _____ from the supplier.
2. She always files the _____ in the archive.
3. I write a _____ for every client payment.

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4. They review the _____ every Friday.

5. He approves the _____ for new equipment.

6. Our company sends the _____ after delivery.

7. We apply the _____ when there is a refund.

8. I submit a _____ to the accountant every month.

TASK 4: Make Sentences (Affirmative / Negative)

Write 4 sentences in **Present Simple** using the prompts.

1. I / send / invoices

2. We / not / approve / credit notes

3. She / file / tax documents

4. They / not / validate / receipts

Example:
I send invoices.

TASK 5 Answer the Questions

Write short answers using Present Simple.

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1. Do you review bank statements every week?
   → _____

2. Does your team file tax documents?
   → _____

3. Do you organize record archives?
   → _____

4. Does he approve invoices?
   → _____

TASK 6 Write About You

Read the descriptions and match them to the correct sentence.

Descriptions:

A. She prepares a list of items the company wants to buy and sends it to the supplier.
B. They give money for electricity and phone services every month.
C. He looks at papers to check if the information is correct.
D. I send documents to clients asking them to pay.
E. We keep documents that show what we paid for safe keeping.

Sentences:

1. I send invoices. → ___

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2. We file receipts. → ___

3. She creates purchase orders. → ___

4. He reviews documents. → ___

5. They pay bills. → ___

TASK 7

Choose the correct sentence (a or b).

1. a) He receive a check.
   b) He receives a check.
2. a) We review bank statements.
   b) We reviews bank statements.
3. a) She organize records.
   b) She organizes records.
4. a) They apply credit notes.
   b) They applies credit notes.
5. a) I send invoices.
   b) I sends invoices.

TASK 8

Write 3–4 sentences about your job or studies. Use words from the list (invoice, bill, approve, file, send, etc.).

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Example:

I work in an office. I send invoices and approve documents. I don’t write checks.

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