

1 Complete the sentences with the words in the box.

answer calls data do emails meetings orders start travels writes

- 1 The Sales Assistants _____ work at 9 a.m.
- 2 The Production Engineer writes a lot of _____.
- 3 The Sales Manager _____ customers every week.
- 4 The Admin Assistants _____ the phone.
- 5 The Project Manager often _____ for work.
- 6 My boss _____ sales reports.
- 7 We go to _____ on Thursdays.
- 8 I _____ a lot of research in my job.
- 9 The Admin Assistant processes _____.
- 10 Our manager analyses sales _____.

2 Write sentences about Nico and Paula. Use the notes.

Nico is an Admin Assistant.

- 1 starts work early (always)
He always starts work early.
- 2 travels for work (never)
He _____.
- 3 calls customers (usually)
He _____.

Paula is a Project Manager.

- 4 does research (often)
She _____.
- 5 goes to meetings with clients (sometimes)
She _____.
- 6 processes orders (rarely)
She _____.