

Business Administration and Finance Workbook

Vocabulary and Functional Language

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page 4

1 1. b 2. a 3. a 4. b 5. a 6. b

2 1. Financial Director
2. Chief Executive Officer
3. staff
4. Marketing Director
5. senior management
6. Personal Assistant

3 1. Personal Assistant
2. Marketing Director
3. Financial Director
4. senior management
5. Chief Executive Officer
6. staff

4 1. describe 5. hire
2. develop 6. explain how to use
3. be in charge of 7. sell
4. assist

5 1. ground floor 6. top floor
2. conference room 7. maintenance
3. warehouse 8. lift
4. toilets 9. reception
5. car park

page 5

6 1. c 2. f 3. d 4. e 5. a 6. b

7 1. Go up the stairs.
2. Turn right.
3. Turn left.
4. Go down the stairs.
5. Go straight.

8 1. between
2. opposite
3. on your left
4. at the end of the corridor
5. on your right
6. Go past
7. in front of, behind

Say It!

1. f 2. c 3. g 4. a 5. d 6. b 7. e

2

page 6

1 1. c 2. a 3. d 4. b

2 1. file documents
2. keep a log
3. search the Internet
4. answer incoming calls

3 1. take ... message, deliver ... message
2. send ... fax, send ... e-mail
3. type ... agenda, update ... mailing list
4. receive ... visitors

4 1. take minutes
2. screen her calls
3. type a letter
4. schedule a meeting
5. distribute the incoming mail
6. show our visitors around
7. order supplies

5 1. spreadsheets
2. prepare a presentation
3. keep track of
4. word processing, data entry

6 1. a sheet of 4. a box of
2. a pair of 5. a packet of
3. a roll of

page 7

7 1. coat rack 4. filing cabinet
2. air-conditioner 5. photocopier
3. waste paper bin 6. projector

8 Tick: 1, 4, 5, 7

9 1. d 2. b 3. a 4. c

10 1. b 2. a 3. a 4. a

Say It!

1. Tú eres responsable de recibir a las visitas.
2. Debes pedir suministros nuevos cuando sea necesario.
3. ¿Escribirías a ordenador esta carta, por favor?
4. Me gustaría encargar algunos suministros, por favor.
5. ¿Cuánto cuesta cada paquete?
6. ¿Qué tipo quiere?
7. Nos hemos quedado sin grapas.
8. Debería llegar para mañana a las 9:00.

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Mark Steyvers



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