Business Administration and Finance Workbook

Vocabulary and Functional Language

1

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

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

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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
2. a pair of
3. a roll of
4. a box of
5. a packet of

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7
1. coat rack
2. air-conditioner
3. waste paper bin
4. filing cabinet
5. photocopier
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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Err Workbook Business Administration Answers

Puja Mehta

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