

# 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 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

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- 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!**

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- Me gustaría encargar algunos suministros, por favor.
- ¿Cuánto cuesta cada paquete?
- ¿Qué tipo quiere?
- Nos hemos quedado sin grapas.
- Debería llegar para mañana a las 9:00.

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**Camilla Rothe**



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