

# 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  |                |

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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**Carolyn C. Wise**



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## **Table of Contents Err Workbook Business Administration Answers**

1. Understanding the eBook Err Workbook Business Administration Answers
  - The Rise of Digital Reading Err Workbook Business Administration Answers
  - Advantages of eBooks Over Traditional Books
2. Identifying Err Workbook Business Administration Answers
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Err Workbook Business Administration Answers
  - User-Friendly Interface
4. Exploring eBook Recommendations from Err Workbook Business Administration Answers
  - Personalized Recommendations
  - Err Workbook Business Administration Answers User Reviews and Ratings
  - Err Workbook Business Administration Answers and Bestseller Lists
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  - Adjustable Fonts and Text Sizes of Err Workbook Business Administration Answers
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  - Interactive Elements Err Workbook Business Administration Answers
- 8. Staying Engaged with Err Workbook Business Administration Answers
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Err Workbook Business Administration Answers
- 9. Balancing eBooks and Physical Books Err Workbook Business Administration Answers
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Err Workbook Business Administration Answers
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Err Workbook Business Administration Answers
  - Setting Reading Goals Err Workbook Business Administration Answers
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Err Workbook Business Administration Answers
  - Fact-Checking eBook Content of Err Workbook Business Administration Answers
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
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