

Connect words: Jobs, business

Name:

Class:

Date:

Draw lines from the word to the sentence that is missing the word. The first word has been completed for you. Use different pen shades to make the lines clearer to follow.

- administrator An _____ is an expert who gives advice.
- advisor A _____ is a person engaged in commercial or industrial business.
- businessman A _____ is an assistant who handles correspondence and clerical work for a boss or an organization.
- executive An _____ manages the running of a business.
- manager An _____ is a person responsible for the administration of a business.
- receptionist A _____ is someone who controls resources and expenditures.
- secretary A _____ is a secretary whose main duty is to answer the telephone and receive visitors.