

Fill in the words: Jobs, business

Name:

Class:

Date:

administrator

advisor

~~businessman~~

executive

manager

receptionist

secretary

Complete the phrase or sentences using the words above. Cross out the words as you use them. The first sentence has been completed for you.

A businessman is a person engaged in commercial or industrial business.

A _____ is someone who controls resources and expenditures.

A _____ is an assistant who handles correspondence and clerical work for a boss or an organization.

A _____ is a secretary whose main duty is to answer the telephone and receive visitors.

An _____ is an expert who gives advice.

An _____ is a person responsible for the administration of a business.

An _____ manages the running of a business.