

**Put any correct word in the gap in each sentence. Spelling must be correct to score a point.**

1. I've just contacted our \_\_\_\_\_. They won't be able to deliver the parts before next week.
2. Let me introduce you to Ms Sanchez, who is the \_\_\_\_\_ of our department.
3. I've been \_\_\_\_\_ to take over the project. It's a challenge, but I'm happy about it.
4. We can't spare permanent employees for this job. One of our young \_\_\_\_\_ could do it.
5. The old \_\_\_\_\_ used to make bricks, but it was demolished a long time ago.
6. The meeting is \_\_\_\_\_ to start at three o'clock on Tuesday.
7. I'm sorry, but I won't be able to \_\_\_\_\_ the conference.
8. OK, so the meeting is open. Let's start with the first item on the \_\_\_\_\_.
9. It's a very big decision, so we should consult the company's \_\_\_\_\_ of directors.
10. Here's the first \_\_\_\_\_ of the proposal that you wanted.
11. We'll have to work late if we're going to \_\_\_\_\_ the deadline tomorrow.
12. The \_\_\_\_\_ of the new product was accompanied by an extensive advertising campaign.
13. You should find their letter in the top \_\_\_\_\_ of my desk.
14. We need to order more \_\_\_\_\_ : paper, binders, cards etc.
15. I'll have the porter take your \_\_\_\_\_ up to your room.
16. Can I have an extra \_\_\_\_\_ for the bathroom, please?
17. Hello \_\_\_\_\_? Send up a cheese sandwich and a bottle of water to my room.
18. How would you like your steak? \_\_\_\_\_, medium, or well-done?
19. Here's my claim for \_\_\_\_\_ concerning my recent business trip.
20. If I can catch the attention of the \_\_\_\_\_, I'll ask her why our food is so slow arriving.