

## Unit vocabulary list

### Active vocabulary

#### 1.1

analyse (sales) data	always
answer the phone	never
call customers	often
do research	rarely
finish work	sometimes
go to meetings	usually
make calls	
process orders	
start work	
travel for work	
write emails	
write reports	

#### 1.2

budget meeting	book a meeting room
client meeting	calculate (production) costs
management meeting	create a brief
planning meeting	get an update
project meeting	prepare a presentation
	send out the agenda

### Passive vocabulary

#### 1.2

Admin Assistant	Production Engineer
Digital Designer	Project Manager
Finance Officer	Sales Assistant
IT Specialist	Sales Manager

#### 1.3

area for relaxing	kitchen area
canteen	meeting room
car park	workspace

#### 1.4

department	planning
manage (a team)	production team
office facilities	update