

Test your business Swenglish 2

- n) How many offices are there in this **building**?
- o) The secretary recorded the **minutes** of the meeting.
- p) She's results-oriented, open-minded and **sociable/outgoing**.
- q) Could we just co-ordinate our **schedules**?
- r) The plan needs the approval of the local **authority/council/municipality**.
- s) We must complete the **financial** reporting by the end of this week.
- t) Just a moment while I check in my **calendar/diary/organizer**.
- u) John, would you like to **come with/go with/accompany** me to the meeting?
- v) We need to consider the environmental **impact** of this project.
- w) Our company **headquarters are/head office** is in Vasagatan.
- x) In order to succeed at this job, you'll need to be **well-organized**.
- y) I have a long **journey/commute** to work every day.