

Test your business Swenglish 2

- n) How many offices are there in this **house**?
- o) The secretary recorded the **protocol** of the meeting.
- p) She's results-oriented, open-minded and **social**.
- q) Could we just co-ordinate our **time schedules**?
- r) The plan needs the approval of the local **community**.
- s) We must complete the **economic** reporting by the end of this week.
- t) Just a moment while I check in my **agenda**.
- u) John, would you like to **follow with** me to the meeting?
- v) We need to consider the environmental **effects** of this project.
- w) Our company **headquarter** is in Vasagatan.
- x) In order to succeed at this job, you'll need to be **structured** and well-organized.
- y) I have a long **travel** to work every day.