

Business English — A1

Lesson 1: People, Places & Work — Student Worksheet

Name: _____ Date: _____

New words: boss, manager, colleague, employee, customer, receptionist, worker, office, desk, chair, computer, phone, email, meeting, job

Exercise A — Match the Word to Its Meaning

Write the correct letter (a–o) next to each word.

- | | |
|------------------|---|
| boss () | a) A table for working, often with a computer. |
| manager () | b) When people talk together about work. |
| colleague () | c) A room or building where people work. |
| employee () | d) A person who does a job. |
| customer () | e) The work you do to earn money. |
| receptionist () | f) A message you send on a computer. |
| worker () | g) A person who answers phones and welcomes visitors. |
| office () | h) A person you work with. |
| desk () | i) You sit on this. |
| chair () | j) A person who works for a company. |
| computer () | k) A person who buys something. |
| phone () | l) You use this to call people. |
| email () | m) The person who manages you at work. |
| meeting () | n) A person who manages a team or department. |
| job () | o) A machine for work, email, and the internet. |

Exercise B — Fill in the Blank

Word bank: colleague, email, chair, office, customer, worker, receptionist, computer, meeting, desk, phone, employee, manager, job, boss

- 1 My ____ is very kind and helpful.
- 2 The ____ leads our sales team.
- 3 My ____ sits next to me at work.
- 4 She is an ____ at a big company.
- 5 The ____ bought three books.
- 6 The ____ answered the phone.
- 7 He is a hard ____.
- 8 I go to the ____ every day.
- 9 My laptop is on the ____.
- 10 Please sit on this ____.
- 11 I use my ____ for work.
- 12 Call me on my ____.
- 13 I sent you an ____ yesterday.
- 14 We have a ____ at 10 o'clock.
- 15 She has a new ____ at the bank.

Exercise C — Word Sort

Write each word from the box into the correct category.

office • desk • employee • phone • computer • job • manager • meeting • receptionist • worker • colleague • boss • email • customer • chair

People	Places & Things	Work Ideas
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Exercise D — Unscramble the Word

Write the correct word for each group of letters.

SSOB	→	_____
AREAMNG	→	_____
UCLAELEOG	→	_____
OLEPEYEM	→	_____
ORCMESTU	→	_____
ROSINTICEPET	→	_____
WKROER	→	_____
IFCEFO	→	_____
EKDS	→	_____
IHCAR	→	_____
URCMOPTE	→	_____
PHNOE	→	_____
AEMIL	→	_____
GENMTIE	→	_____
OBJ	→	_____

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Lesson 1: People, Places & Work — Answer Key

Exercise A — Match the Word to Its Meaning

Write the correct letter (a–o) next to each word.

- | | |
|------------------|---|
| boss (m) | a) A table for working, often with a computer. |
| manager (n) | b) When people talk together about work. |
| colleague (h) | c) A room or building where people work. |
| employee (j) | d) A person who does a job. |
| customer (k) | e) The work you do to earn money. |
| receptionist (g) | f) A message you send on a computer. |
| worker (d) | g) A person who answers phones and welcomes visitors. |
| office (c) | h) A person you work with. |
| desk (a) | i) You sit on this. |
| chair (i) | j) A person who works for a company. |
| computer (o) | k) A person who buys something. |
| phone (l) | l) You use this to call people. |
| email (f) | m) The person who manages you at work. |
| meeting (b) | n) A person who manages a team or department. |
| job (e) | o) A machine for work, email, and the internet. |

Exercise B — Fill in the Blank

Word bank: colleague, email, chair, office, customer, worker, receptionist, computer, meeting, desk, phone, employee, manager, job, boss

- 1 My **boss** is very kind and helpful.
- 2 The **manager** leads our sales team.
- 3 My **colleague** sits next to me at work.
- 4 She is an **employee** at a big company.
- 5 The **customer** bought three books.
- 6 The **receptionist** answered the phone.
- 7 He is a hard **worker**.
- 8 I go to the **office** every day.
- 9 My laptop is on the **desk**.
- 10 Please sit on this **chair**.
- 11 I use my **computer** for work.
- 12 Call me on my **phone**.
- 13 I sent you an **email** yesterday.
- 14 We have a **meeting** at 10 o'clock.
- 15 She has a new **job** at the bank.

Exercise C — Word Sort

Write each word from the box into the correct category.

office • desk • employee • phone • computer • job • manager • meeting • receptionist • worker • colleague • boss • email • customer • chair

People	Places & Things	Work Ideas
boss	office	meeting
manager	desk	job
colleague	chair	
employee	computer	
customer	phone	
receptionist	email	
worker		

Exercise D — Unscramble the Word

Write the correct word for each group of letters.

SSOB	→	boss
AREAMNG	→	manager
UCLAELEOG	→	colleague
OLEPEYEM	→	employee
ORCMESTU	→	customer
ROSINTICEPET	→	receptionist
WKROER	→	worker
IFCEFO	→	office
EKDS	→	desk
IHCAR	→	chair
URCMOPTE	→	computer
PHNOE	→	phone
AEMIL	→	email
GENMTIE	→	meeting
OBJ	→	job