Work Words/Phrases

**Words**

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| --- |
| Appointment |
| Arrive late |
| Break time |
| Computer |
| Computer assistance |
| Conference |
| Conference call |
| Coworkers |
| Daily schedule |
| Document |
| E-mail |
| E-mail message |
| Executive secretary |
| Fax machine |
| Fax Message |
| Late |
| Lunch break |
| Lunch Break |
| Make an appointmenty |
| Meeting |
| Office |
| Office coworkers |
| Office space |
| Official document |
| Presentation |
| Project |
| Project meeting |
| Schedule |
| Secretary |
| Sick |
| Sick day |
| Vacation |
| Vacation days |
| Voice mail message |
| Weekly meeting |
| Work |
| Work day |
| Work presentation |