Work Words/Phrases

**Words**

|  |
| --- |
| 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 |