Practice

Useful verbs. Join the verb with its meaning.

|  |  |  |
| --- | --- | --- |
| promote | to make an official examination of the accounts of a |  |
|  | business and produce a report |  |
| purchase | to buy |  |
| deposit | to put or keep things in a special place for use in the |  |
| future |  |
| store | to encourage people to like, buy, use, do, or support |  |
| something |  |
| audit | to watch a person or activity to make certain that |  |
| everything is done correctly, safely |  |
| supervise | (often passive) to arrange that an event or activity |  |
| will happen at a particular time |  |
| schedule | to put something valuable, especially money, in a |  |
| bank or safe |  |

Use one of the above verbs in the correct form to complete the following sentences.

1. Advertising companies are always having to think up new ways to products.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| b. | The data is | | | | |  |  |  |  |  | on a hard disk and backed up on a CD. | | | | |
| c. | I |  |  |  |  | | $ 500 in my account this morning. | | | | | | | | |
| d. The UN is | | | | |  | |  |  |  |  | the distribution of aid by local agencies in the | | | | |
|  | disaster area. | | | | | |  |  |  |  |  |  |  |  |  |
| e. | The meeting of the staff has been | | | | | | | | | | |  |  | for tomorrow afternoon. | |
| f. | When we | | |  | | |  |  | work shifts in our restaurant, we consider workload | | | | | | |
|  | and staff requirements. | | | | | | | | | | | |  |  |  |
| g. Bookkeepers may compute daily cash intake, | | | | | | | | | | | | |  |  | money in |
|  | bank, | |  | | | |  | guests’ checks and maintain financial records. | | | | | | | |

1. Use the words in the box to complete the names of the main restaurant functions.

storing / preparation / sales / utensil / resources / purchasing / advertising / auditing / promotion

In one way or another, every restaurant is organized so that these restaurant functions are performed:

*†* Human management and supervision

* Food and beverage

*†* Receiving, , and issuing

* Food
* Foodservice

*†* Food cleaning; dish and washing

* Marketing /

*†* , , and public relations

* Accounting and
* Bar service