

BUSINESS ENGLISH

1. Let's have lunch on Thursday = Let's _____ on Thursday

- do lunch
- lunch
- eat lunch

2. Generally speaking, a good manager _____ a smooth production process.

- ensures
- makes sure
- is sure

3. Good time management skills are _____ (= very important) to maintaining a smooth workflow.

- critique
- criticized
- critical

4. I was _____ with my other tasks to finish the report.

- very busy
- too busy
- excessively busy

5. I'd like to have that by _____ Friday.

- end of the day
- ending
- end of day/ the end of

6. I'm happy to inform you that we've reached another _____ (= significant completion point) with the successful completion of user testing.

- milestone
- mile
- marker

7. After you visualize, and plan a project, you have to _____ it.

- implement
- imply
- implode

8. In the modern business world, "assigning multiple resources to a single activity" means:

- spending lots of money to do a task
- getting one person to do a task
- getting two or more people to do a task

9. We need someone who knows how to use offline advertising to _____ (= increase) online sales.

- gain
- drive
- get

10. These issues could _____ (= endanger) the completion of this project.

- jeopardy
- jeopardize
- danger