

BUSINESS ENGLISH

1. John isn't a permanent employee, he's a _____.

- temp
- part-time
- hired

2. _____ means that someone gets hired as a temporary employee, and then, in time has the chance to become a permanent employee.

- Temp-to-full
- Temp-to-hire
- Temp-to-non-temp

3. I can't make it at 2, I have an important meeting _____ (= I have to attend).

- I can't get out
- I can't get out from
- I can't get out of

4. Make sure you _____ with Nancy about what we all discussed this morning.

- follow-up
- follow
- converse

5. He's got a really positive _____. He'll do well at this company.

- look
- sense
- attitude

6. A "micromanager" wants to _____.

- let his employees work independently
- have total control over everything
- bankrupt the company s/he works for

7. You should always wear your name _____. (= a little piece of paper with your name that you wear on your shirt) when you're at work.

- tag
- paper
- patch

8. Tony, can you _____ these documents and see if there's anything about the Dell contract?

- observe
- look through
- look

9. Can we meet at 2:00 PM? Let me check my _____.

- requirement
- schedule
- clock

10. Marketing really dropped the _____ on this one. (= really made a big mistake)

- balls
- bowl
- ball