

BUSINESS ENGLISH

1. Many companies require you to wear a nice shirt and a _____ to work.

- tie
- hat
- belt

2. Lowest paying jobs = _____ jobs

- Small wage
- Minimum wage
- Little wage

3. I always have a _____ attitude. (= I'm always optimistic)

- positive
- negative
- pleased

4. I want to _____ for this seminar.

- sign
- sign up
- sign in

5. Victoria was _____ today.

- late 15 minutes
- late by 15 minutes
- 15 minutes late

6. To be _____ means to always be on time.

- punctured
- punctuated
- punctual

7. The amount of work that you have to do is called your _____.

- workload

- job-load
- work-heap

8. Please let me know _____.

- through email
- by email
- with email

9. I'm sorry, he just _____ (= left the office). He'll be back in half an hour.

- stormed out
- walked
- stepped out

10. He is always _____ to help me.

- willing
- wants
- wailing