

## BUSINESS ENGLISH

1. George doesn't have a job. He's \_\_\_\_\_.

- unaware
- unknown
- unemployed

2. It's a lot of work, but I can \_\_\_\_\_ it.

- hand
- handle
- answer

3. Every meeting has an \_\_\_\_\_. This is a list of things that you have to discuss (go over) during the meeting.

- agency
- agenda
- agent

4. There is no \_\_\_\_\_ on this = Not everyone agrees about this.

- consensus
- census
- complaint

5. If something is mandatory, \_\_\_\_\_.

- it does not have to be done
- it is has to be done by a manager
- it has to be done

6. I think I should \_\_\_\_\_ (= take part) in these discussions.

- participate
- part
- control

7. I'm sorry, but could you please \_\_\_\_\_ (= explain) what you mean by that?

- clarify
- clear
- clear out

8. Most meetings are held in the \_\_\_\_\_.

- lunch room
- stairwell
- boardroom

9. You and I make a \_\_\_\_\_! = You and I work really well together!

- great duo
- great team
- great friends

10. I'd like to hear your \_\_\_\_\_ about this. (= I'd like to know what you think about this)

- opinion/ thoughts
- speech
- brainstorming