

BUSINESS ENGLISH

1. Can you finish this _____ 5:00 PM today?

by

in

until

2. I don't think he's _____ (= here) today.

alone

around

along

3. My _____ change all the time. (= what I have to do changes all the time)

duty

responses

duties

4. It's a manager's job to _____ duties to an employee.

assign

assist

assail

5. Could you please _____ (= help) me with this?

assail

assign

assist

6. He is always very _____.

helping

helpful

help-giving

7. This has to be done _____.

as soon as possible

as soon as probable

as soon possible

8. I got pregnant and was on _____ for six months.

live

(maternity) leave

maternal

9. We were unable to come to an _____. (= We were unable to agree)

agree

agreement

action

10. I don't work full-time. I work _____.

partly

part-schedule

part-time