

General Business English Terms 2

TASK 1. Choose the best response to complete each of the sentences below.

- Let's have lunch on Thursday. = Let's _____ on Thursday.
do lunch lunch eat lunch
- Generally speaking, a good manager _____ a smooth production process.
Ensures makes sure is sure
- Good time management skills are _____ (= very important) to maintaining a smooth workflow.
Critique criticized critical
- I was _____ with my other tasks to finish the report.
very busy too busy excessively busy
- I'd like to have that by _____ Friday.
end of the day ending end of day/ the end of
- I'm happy to inform you that we've reached another _____ (= significant completion point) with the successful completion of user testing.
Milestone mile marker
- After you visualize and plan a project, you have to _____ it.
Implement imply implode
- 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
- We need someone who knows how to use offline advertising to _____ (= increase) online sales.
Gain drive get
- These issues could _____ (= endanger) the completion of this project.
Jeopardy jeopardize danger

TASK 2. Choose the best response to complete each of the sentences below.

- P1: When did John start working here?
P2: He was _____ about two months ago. (hire, taken, hired)
- I can't go out. My _____ is almost over. (break for lunch, lunch break, food break)
- Many of our employees take their breaks in the _____. (breakfast room, lunchroom, criticized)
- In many offices, employees work in little areas called _____. (cubes/cubicles, boxes, rooms)
- You are going to have to _____ your cubicle with two other employees. (divide, coexist in, share)
- Everyone has to leave the office during a fire _____. (drill, alarm, time)
- I can't _____ to my computer. (log in, log out, log)
- You don't have to wear a tie, but you have to wear a _____. (shirt, t-shirt, dress shirt)
- Do you have a dress _____ at your company? (requirement, code, law)
- I'm going on a _____ next month. I'm meeting with one of our clients in Singapore. (business trip, work trip, business travel)

