



# Module 7 Quiz

Name \_\_\_\_\_

Complete the sentences using modal verbs correctly.

1. Employees \_\_\_\_\_ attend a mandatory training session on workplace safety next week.

- a) should
- b) must
- c) going to
- d) have to

2. Sarah is \_\_\_\_\_ discuss her workload with her manager to achieve a better work-life balance.

- a) should
- b) must
- c) going to
- d) have to

3. The company \_\_\_\_\_ implement flexible working hours to accommodate employees' personal commitments.

- a) should
- b) must
- c) going to
- d) have to

4. Employees \_\_\_\_\_ adhere to the company's dress code policy during office hours.

- a) should
- b) must
- c) going to
- d) have to

The HR department \_\_\_\_\_ conduct a survey to gather feedback on workplace satisfaction.

- a) should
- b) must
- c) going to
- d) have to

6. Managers \_\_\_\_\_ ensure equal opportunities for career advancement within the company.

- a) should
- b) must
- c) going to
- d) have to

7. Employees \_\_\_\_\_ take regular breaks to prevent burnout and improve productivity.

- a) should
- b) must
- c) going to
- d) have to

8. The company \_\_\_\_\_ invest in employee training programs to enhance skill development.

- a) should
- b) must
- c) going to
- d) have to

9. The management \_\_\_\_\_ introduce a mentorship program to support career growth opportunities.

- a) should
- b) must
- c) going to
- d) have to

10. Employees \_\_\_\_\_ be encouraged to provide feedback on company policies and procedures.

- a) should
- b) must
- c) going to
- d) have to



Read carefully and choose the correct answer

What are the three main areas business roles are typically broken down into?

- |                                                                  |                                     |
|------------------------------------------------------------------|-------------------------------------|
| Numerical Reasoning, Verbal Reasoning,<br>Diagrammatic Reasoning | Executive, Managerial, Operational  |
| Technical, Soft Skills, Communication                            | Finance, Marketing, Human Resources |

What is the responsibility of an IT Technician in a business?

- |                                       |                                           |
|---------------------------------------|-------------------------------------------|
| Building relationships with customers | Ensuring IT systems are working correctly |
| Creating marketing strategies         | Managing internal staff disputes          |

What is the role of a Business Analyst in a company?

- |                                       |                              |
|---------------------------------------|------------------------------|
| Predicting trends using data          | Balancing financial accounts |
| Building relationships with suppliers | Providing customer service   |

Fill in the blanks with one of these words. You can use each word once.

**challenging,**      **no-brainer**      **employee benefits**      **investment**  
**competitive**      **part-time**      **working hours**

- Offering flexible \_\_\_\_\_ is considered a \_\_\_\_\_ for attracting top talent in today's job market.
- The company's \_\_\_\_\_ in employee training programs demonstrates its commitment to professional development.
- Many students opt for \_\_\_\_\_ jobs to balance their studies and earn extra income.
- Providing comprehensive \_\_\_\_\_, such as healthcare and retirement plans, is essential for employee satisfaction and retention.
- The job role involves handling \_\_\_\_\_ projects that require innovative thinking and problem-solving skills.
- To stay ahead in the industry, the company must maintain a \_\_\_\_\_ edge by continuously evolving its products and services.