

Name.....Surname.....

English for digital business technology

Worksheet II : Choose the best answer (a, b, or c) to complete each sentence or dialogue.

1. A: "Hi, I'm Alex. I'm new here." B: "Nice to meet you, Alex. _____!"
2. "The _____ is the person you report to directly."
3. "Excuse me, where can I find the _____? I need a coffee."
4. "I'd like to _____ you to Mr. Sato, our team leader."
5. "All new employees must sign their employment _____ on the first day."
6. "If you have a problem with your computer, you should call the _____ department."
7. "What is your new _____ at the company?"
8. "Our company _____ is very friendly and supportive."
9. "The _____ will show you where everything is in the building."
10. "We are all looking forward to _____ with you."
11. "Your monthly salary will be paid directly into your bank account. You should talk to _____ for details."
12. "Please make sure to read the employee _____ to understand all the company rules."
13. "We have a company _____ next Friday to celebrate our success. Everyone is invited."
14. "A: What time is the meeting tomorrow? B: Let me check the _____."
15. "Welcome! We are so _____ to have you as part of our team."