

# Business Vocabulary

Read the questions and select the best answer.

- 1 If your manager asks you to send the report by Friday, what should you do?
  - A. Deliver the report before or on Friday
  - B. Cancel the report
  - C. Send it next month
  - D. Ignore the request
  
- 2 The company decided to \_\_\_\_\_ the product launch due to supply chain issues.
  - A. push back
  - B. turn up
  - C. bring out
  - D. close up
  
- 3 If a client asks for a quotation, they want:
  - A. A description of the company history
  - B. A price estimate for services or products
  - C. A refund
  - D. A contract termination
  
- 4 We need to \_\_\_\_\_ the details of the agreement before signing the contract.
  - A. iron out
  - B. run over
  - C. turn up
  - D. take apart
  
- 5 Which sentence sounds most professional in an email?
  - A. Send me the file now.
  - B. Can you send me the file?
  - C. Could you please send me the file when you have a moment?
  - D. I want the file immediately.

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- 6 If a meeting is rescheduled, it means:
- A. It is moved to another time
  - B. It is canceled forever
  - C. It starts earlier
  - D. It is recorded
- 7 The manager asked the team to follow up with the client after the meeting. What does "follow up" mean?
- A. Contact the client again
  - B. Replace the client
  - C. Cancel the agreement
  - D. Hire the client
- 8 We are currently experiencing a \_\_\_\_\_ in production due to equipment maintenance.
- A. delay
  - B. promotion
  - C. contract
  - D. discount
- 9 The company wants to \_\_\_\_\_ operations in Europe next year.
- A. expand
  - B. repair
  - C. collect
  - D. remove
- 10 If a task is a priority, it means:
- A. It must be done first because it is important
  - B. It is optional
  - C. It is unnecessary
  - D. It can wait

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- 11 Before approving the project, management wants a detailed \_\_\_\_\_ of the estimated costs.
- A. breakdown
  - B. supply
  - C. delivery
  - D. shipment
- 12 The new system should help \_\_\_\_\_ the workflow and reduce unnecessary steps.
- A. streamline
  - B. describe
  - C. replace
  - D. invent
- 13 If a project is behind schedule, it means:
- A. It is progressing faster than expected
  - B. It is delayed
  - C. It is finished
  - D. It is canceled
- 14 The finance department is trying to \_\_\_\_\_ expenses without affecting productivity.
- A. cut back on
  - B. bring in
  - C. go over
  - D. call up
- 15 Please \_\_\_\_\_ the proposal and let me know if you have any questions.
- A. go over
  - B. turn out
  - C. give up
  - D. run out

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16 If a company wants to enter a new market, it means:

- A. Start selling in that market
- B. Leave that market
- C. Close a branch
- D. Hire fewer employees

17 The delay was mainly \_\_\_\_\_ unexpected technical problems.

- A. due to
- B. close to
- C. similar to
- D. compared to

18 Senior management needs to \_\_\_\_\_ the final decision before we proceed.

- A. sign off on
- B. look up
- C. give away
- D. come across

19 Our goal is to \_\_\_\_\_ strong relationships with our international partners.

- A. foster
- B. perform
- C. supply
- D. complete

20 If someone says "Let's wrap up the meeting," they mean:

- A. Start a new topic
- B. End the meeting
- C. Delay the meeting
- D. Invite more people