

Name: _____

Date: _____



Business Schedules

Unit 3 • Knowledge Check

Part 1: Vocabulary in Context

Word Bank: colleague • contract • demo • stock • launch party

Read the sentences below. Fill in the missing word from the word bank.

1. The shop has run out of items. We need to order more _____.

2. Before we begin the new project, both managers must sign the _____.

3. Tomorrow afternoon, I will give a _____ of our new software so you can see how it works.

4. I cannot finish this report alone, so I will ask a _____ for help.

Part 2: Professional Communication

Choose the most polite and professional phrase for each situation. Tick or circle the best option.

5. You want to ask a client for a meeting. What is the most polite way to ask?

a) Give me a meeting tomorrow.	b) Would 2:30 be OK?	c) Come to my office at 2:00.
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6. Someone asks for a meeting, but you have no free time. What should you say?

a) I am tied up all day.	b) I don't want to meet you.	c) I am doing things.
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7. You already have a meeting planned, but you need to change the time. What do you ask?

a) Are you fully booked?	b) Can we reschedule?	c) I will be late today.
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Part 3: Reading a Schedule

Look at the business schedule below. Then answer the questions using full sentences. Pay attention to dates and times!

Day	Time	Event
Monday	09:30	Meet the new sales colleague
Tuesday	14:00	Give a demo to clients
Wednesday	11:15	Sign the new contract

8. What is happening on Monday morning?

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9. When is the client demo? (Make sure you use the correct prepositions of time, e.g. 'at' and 'on').

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