63 Business

Choose the best alternative to complete the sentence.
Look up any words you don't know.

1. I'm afraid he's away . . . . . business today.
   a. with **b.** on **c.** in **d.** to
2. We also do repairs in . . . . . to our car-hire business.
   a. comparison **b.** reply **c.** addition **d.** exception
3. I've applied . . . . . the position of sales manager.
   a. to **b.** as **c.** for **d.** about
4. Does our insurance . . . . . cover accidental damage?
   a. policy **b.** politics **c.** subsidy **d.** account
5. With . . . . . to your letter of 10th September, I would like to place an order for your new travel guide.
   a. referring **b.** reading **c.** reference **d.** reception
6. The new organization consists . . . . . five divisions.
   a. in **b.** with **c.** on **d.** of
7. Does the design . . . . . to the new regulations?
   a. agree **b.** conform **c.** confirm **d.** consist
8. My bank has . . . . . in towns all over the country.
   a. branches **b.** warehouses **c.** depots **d.** head offices
9. He was dismissed . . . . . giving away trade secrets.
   a. for **b.** with **c.** by **d.** to
10. Could I have a secretary to take some . . . . . ?
    a. writing **b.** dictating **c.** dictation **d.** commission
11. She put . . . . . an interesting proposal.
    a. to **b.** against **c.** forward **d.** backwards
12. Could the manager . . . . . with this enquiry?
    a. trade **b.** see **c.** talk **d.** deal
13. We have pleasure . . . . . enclosing our latest brochure.
    a. to **b.** in **c.** for **d.** with
14. She . . . . . because she had been offered a better job.
    a. resigned **b.** sacked **c.** fired **d.** dismissed
15. The agreement will . . . . . trade between our countries.
    a. increase **b.** inflate **c.** add up **d.** exaggerate
16. Please do not . . . . . to contact our office in case of any difficulties. We are always ready to help.
    a. hesitate **b.** delay **c.** stop **d.** expect

LIVEWORKSHEETS