

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