

# 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