# Module 7 Quiz

Name_____

Complete the sentences using modal verbs correctly.

1. Employees _____ attend a mandatory training session on workplace safety next week.

a) should
b) must
c) going to
d) have to

2. Sarah is _____ discuss her workload with her manager to achieve a better work-life balance.

a) should
b) must
c) going to
d) have to

3. The company _____ implement flexible working hours to accommodate employees' personal commitments.

a) should
b) must
c) going to
d) have to

4. Employees _____ adhere to the company's dress code policy during office hours.

a) should
b) must
c) going to
d) have to

The HR department _____ conduct a survey to gather feedback on workplace satisfaction.

a) should
b) must
c) going to
d) have to

6. Managers _____ ensure equal opportunities for career advancement within the company.

a) should
b) must
c) going to
d) have to

7. Employees _____ take regular breaks to prevent burnout and improve productivity.

a) should
b) must
c) going to
d) have to

8. The company _____ invest in employee training programs to enhance skill development.

a) should
b) must
c) going to
d) have to

9. The management _____ introduce a mentorship program to support career growth opportunities.

a) should
b) must
c) going to
d) have to

10. Employees _____ be encouraged to provide feedback on company policies and procedures.

a) should
b) must
c) going to
d) have to

LIVEWORKSHEETS

## Read carefully and choose the correct answer

What are the three main areas business roles are typically broken down into?

- Numerical Reasoning, Verbal Reasoning, Diagrammatic Reasoning
- Executive, Managerial, Operational
- Technical, Soft Skills, Communication
- Finance, Marketing, Human Resources

What is the responsibility of an IT Technician in a business?

- Building relationships with customers
- Ensuring IT systems are working correctly
- Creating marketing strategies
- Managing internal staff disputes

What is the role of a Business Analyst in a company?

- Predicting trends using data
- Balancing financial accounts
- Building relationships with suppliers
- Providing customer service

Fill in the blanks with one of these words. You can use each word once.

challenging. no-brainer employee benefits investment competitive part-time working hours

1. Offering flexible _____ _____ is considered a ____ - _____ for attracting top talent in today's job market.

2. The company's _____ in employee training programs demonstrates its commitment to professional development.

3. Many students opt for ____ - _____ jobs to balance their studies and earn extra income.

4. Providing comprehensive _____ _____, such as healthcare and retirement plans, is essential for employee satisfaction and retention.

5. The job role involves handling _____ projects that require innovative thinking and problem-solving skills.

6. To stay ahead in the industry, the company must maintain a _____ edge by continuously evolving its products and services.

LIVEWORKSHEETS