ตอนที่ 1 แบบทดสอบปรนัย จำนวน 20 ข้อ

(20 คะแนน)

คำสั่ง จงเลือกคำตอบที่ถูกต้องที่สุดเพียงข้อเดียว

1. Ms. Garcia: The first person _____ is Mr.Thamma. He's head of marketing.

A. This is.

B. I'd like to introduce.

C. Nice to meet you too.

D. It's my pleasure to meet you

2. Ms. Garcia: And this is Mr. Ross, he's our sales Manager.

: He's _____ our business contacts.

A. head of.

B. met you before.

C. in charge of.

D. exchanged a lot of.

3. A: Would you like something to drink first?

B: _____.

A. Thank you.

B. Sure. Thank you very much.

C. Black coffee would be nice.

D. Don't hesitate to ask if you need anything.

4. Which of the following is used to disagreeing with other people's opinions

A. I acknowledge her idea.

B. I'm not sure I agree with you.

C. It seems to me that it's a terrible idea.

D. I strongly believe that he is wrong.

5. The customers _____that they had received damaged goods.

A. complain

B. complained

C. is complaining

D. was complained

6. She _____ at accounting.

A. is

B. has

C. does

D. works

7. Which department is responsible for the manufacturing of products?

A. Production

B. Marketing

C. Products and services.

D. Research and development (R&D)

8. The _____ is responsible management of employees and administering employee benefits.

A. Sales

B. Accounting

C. Customer service

D. Human resources

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9. A _____ is someone who is responsible for the money and bank accounts of a company or organization.

A. speaker

B. treasurer

C. secretary

D. committee

10. In minutes of a meeting, a_____ is record of topics discussed in the previous meeting.

A. announcement

B. adjournment

C. call to order

D. new business

11. There _____ a business lunch next Thursday at 11.30.

A. is

B. has

C. going to

D. will be

Complete the conversation. (No. 12- 15)

Lee: Hello, my name is Addy Lee. Our company, SMART Enterprises, has just launched brand-new features for marketing software. I'd be happy to show you all the features. But it's probably easier if I show you in person._____(12)_____Wednesday at around 10?

Harris: Let me check my schedule. Mmm, it looks like_____(13)_____.

Lee: _____(14)_____. then. I have meetings until late afternoon.

What about on Thursday afternoon around 2?

Lee: Great! _____(15)_____ on Thursday afternoon at 2.

12. A. Let me write that down

B. Could you possibly make it

C. I'm available later in the afternoon

D. I'm afraid that won't really work for me

13. A. That'd be fine

B. I'm not available then

C. Is 2pm a good time for you?

D. I will see you on Friday afternoon at 2

14. A. That would be perfect

B. Yes, sounds good to me

C. I look forward to seeing you

D. I'm afraid that won't really work for me

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15. A. I will see you

B. That'd be perfect

C. I'm available later

D. Sounds good to me

16. We look forward to _____ from you soon.

A. hear

B. hearing

C. be hearing

D. be going to hear

17. Our company looks forward to

_____.

A. waiting from you soon

B. receive your application

C. do business deals with you

D. more fruitful business deals with you

18. Kindly confirm your _____ at your earliest convenience.

A. occasion

B. invitation

C. attendance

D. opportunity

19. Which of the following is not a formal email invitation.

A. Do you want to join us?

B. We are pleased to invite you to.

C. The fair will be held at Royal Paragorn hall.

D. I take this opportunity to humbly invite you to.

20. The electric car offers a _____ performance than diesel cars.

A. quiet

B. quieter

C. more quiet

D. the most quiet

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