



Unit 7 Business Communication

Instruction: Choose the correct option (20 items)

1. When _____ to meet next week?
 - a) are you free
 - b) shall we say
 - c) instead
2. I'm busy this afternoon. _____ tomorrow morning?
 - a) Let's meet
 - b) What about
 - c) Would suit
3. _____ a time that works for both of us?
 - a) Shall we say
 - b) Can we find
 - c) Are you free
4. Does 10:30 _____ you?
 - a) work for
 - b) your availability
 - c) instead
5. I'm afraid I've _____ that evening.
 - a) would suit
 - b) got something on
 - c) let's meet
6. Great! _____ outside the conference centre.
 - a) Shall we say
 - b) Let's meet
 - c) Are you free
7. _____ Friday afternoon suit you?
 - a) Would
 - b) Shall
 - c) Can
8. What's _____ later in the day?
 - a) your availability
 - b) work for
 - c) instead

9. I'm staying in Montreal until Thursday. When _____ you?
a) work for
b) would suit
c) shall we say
10. _____ 3:15?
a) Are you free
b) Shall we say
c) What about
11. I have a meeting at 1. _____ a different time?
a) Can we find
b) Shall we say
c) Would suit
12. I'm not available on Tuesday morning. _____ Tuesday afternoon?
a) Would suit
b) What about
c) Let's meet
13. I'll be back in the office at 4. _____ meet then?
a) Shall you
b) Let's
c) Let's
14. Could you tell me _____ on Monday?
a) your availability
b) work for you
c) would suit
15. How about meeting at the café _____?
a) shall we say
b) instead
c) are you free
16. That time doesn't _____ me.
a) work for
b) availability
c) about
17. I'll check my diary. When _____ you?
a) would suit
b) are you free
c) shall we say

18. I'm travelling in the morning. _____ the afternoon?
- a) Let's meet
 - b) Shall we say
 - c) What about
19. Good idea. _____ at reception?
- a) Shall we say
 - b) Are you free
 - c) Let's meet
20. If Thursday doesn't work, what about Friday _____?
- a) instead
 - b) availability
 - c) shall