Business Vocabulary

Language Skills Test

Read the questions and select the best answer.

1 If your manager asks you to send the report by Friday, what should you do?

A. Deliver the report before or on Friday
B. Cancel the report
C. Send it next month
D. Ignore the request

2 The company decided to _____ the product launch due to supply chain issues.

A. push back
B. turn up
C. bring out
D. close up

3 If a client asks for a quotation, they want:

A. A description of the company history
B. A price estimate for services or products
C. A refund
D. A contract termination

4 We need to _____ the details of the agreement before signing the contract.

A. iron out
B. run over
C. turn up
D. take apart

5 Which sentence sounds most professional in an email?

A. Send me the file now.
B. Can you send me the file?
C. Could you please send me the file when you have a moment?
D. I want the file immediately.

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LIVEWORKSHEETS

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6 If a meeting is rescheduled, it means:
A. It is moved to another time
B. It is canceled forever
C. It starts earlier
D. It is recorded

7 The manager asked the team to follow up with the client after the meeting. What does "follow up" mean?
A. Contact the client again
B. Replace the client
C. Cancel the agreement
D. Hire the client

8 We are currently experiencing a _____ in production due to equipment maintenance.
A. delay
B. promotion
C. contract
D. discount

9 The company wants to _____ operations in Europe next year.
A. expand
B. repair
C. collect
D. remove

10 If a task is a priority, it means:
A. It must be done first because it is important
B. It is optional
C. It is unnecessary
D. It can wait

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11 Before approving the project, management wants a detailed _____ of the estimated costs.

A. breakdown

B. supply

C. delivery

D. shipment

12 The new system should help _____ the workflow and reduce unnecessary steps.

A. streamline

B. describe

C. replace

D. invent

13 If a project is behind schedule, it means:

A. It is progressing faster than expected

B. It is delayed

C. It is finished

D. It is canceled

14 The finance department is trying to _____ expenses without affecting productivity.

A. cut back on

B. bring in

C. go over

D. call up

15 Please _____ the proposal and let me know if you have any questions.

A. go over

B. turn out

C. give up

D. run out

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16 If a company wants to enter a new market, it means:

A. Start selling in that market

B. Leave that market

C. Close a branch

D. Hire fewer employees

17 The delay was mainly _____ unexpected technical problems.

A. due to

B. close to

C. similar to

D. compared to

18 Senior management needs to _____ the final decision before we proceed.

A. sign off on

B. look up

C. give away

D. come across

19 Our goal is to _____ strong relationships with our international partners.

A. foster

B. perform

C. supply

D. complete

20 If someone says "Let's wrap up the meeting," they mean:

A. Start a new topic

B. End the meeting

C. Delay the meeting

D. Invite more people

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