Review Quiz — Meetings 1–8

25 Multiple-Choice Questions | 30 Minutes | 100 Points

Name: _____ Class: _____ Date: _____

Instructions: Select the single best answer (A, B, C, or D) for each question. Each correct answer is worth 4 points. This is a written communication review; no audio is required.

1. You are meeting a guest speaker at a university seminar for the first time. Which introduction is most appropriate?

A. Hey! What's up? I'm here for the talk.
B. Good afternoon. I'm Rani, an English Education student. It's a pleasure to meet you.
C. Hello! You should tell me about your job first.
D. Hi there. I want to know what you do.

2. A student says, "I'm interested in becoming a translator after graduation." Which follow-up question best develops the conversation?

A. What kinds of texts would you like to translate?
B. Why haven't you become a translator already?
C. Do you think other careers are less useful?
D. Can you introduce yourself again from the beginning?

3. During a networking event, someone says, "I'm currently studying English Language Education, and I hope to work in corporate training." What is the speaker mainly communicating?

A. A difficulty with their current university timetable.
B. A comparison between two unrelated degree programs.
C. A request to receive immediate employment assistance.
D. Their current academic background and future career goal.

4. A student says, 'I usually review my notes after dinner, but twice a week I attend an online discussion. On discussion days, I review my notes beforehand.' Which description accurately combines both habits?

A. The student reviews notes after every discussion, regardless of the day.
B. The student replaces note review with discussions twice each week.
C. The student generally reviews after dinner but prepares earlier on discussion days.
D. The student attends discussions daily and reviews only twice a week.

5. You are describing your typical professional day. Which response communicates a responsibility most clearly?

A. I have many different things to do at work.
B. I prepare training materials and give feedback to participants.
C. My working day is sometimes quite interesting.
D. I usually spend a lot of time in the office.

6. Your partner explains a daily routine but does not mention why they prepare lesson materials. Which follow-up question is most useful?

A. Do you always arrive at university very early?
B. Would you rather work in another department?
C. How many classrooms are available at your university?

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D. Why do you prepare the materials before the lesson?

7. A visitor needs the language laboratory. The library is ahead, and the laboratory is on the right just after the stairs. Which instruction is most accurate?

A. Walk toward the library, pass the stairs, and turn right to reach the laboratory.
B. Walk toward the library, turn right before the stairs, and continue straight.
C. Walk past the library, turn left at the stairs, and look for the laboratory.
D. Walk to the stairs, return toward the entrance, and turn right at the library.

8. You hear, "The seminar room is opposite the library, next to the student affairs office." Where should you look?

A. Inside the library, beside the main reading area.
B. Behind the cafeteria, across from the entrance.
C. Across from the library and beside student affairs.
D. Between the parking area and the language laboratory.

9. A student says, 'Turn left at the cafeteria, then go past the library.' You are unsure whether 'at' means before or immediately after the cafeteria. Which response best checks the route without restarting the explanation?

A. Could you explain how I can get to the campus from the main entrance?
B. Just to confirm, do I turn left before I pass the cafeteria or immediately after it?
C. Could you tell me whether the library is open at this time?
D. Do you think I should ask someone else for a different route?

10. Your classmate says, "I've been sleeping late because of assignments, and I feel exhausted in morning classes." Which advice is most appropriate?

A. You should stop attending morning classes for now.
B. You need to complete every assignment before sleeping.
C. You should avoid discussing your schedule with anyone.
D. You could plan your assignments earlier and maintain a regular sleep schedule.

11. A friend asks why you recommend taking short breaks while studying. Which answer gives the strongest justification?

A. Because everyone should follow the same study routine.
B. Because breaks are more enjoyable than assignments.
C. Because short breaks may help maintain concentration during long study sessions.
D. Because students should never study for more than a few minutes.

12. Your partner says, "I often forget to drink water during long classes." Which response both acknowledges the problem and offers advice?

A. That can happen. You might keep a water bottle nearby as a reminder.
B. That's strange. You should already know what to do.
C. I don't think hydration has anything to do with your routine.
D. Perhaps you should stop taking long classes altogether.

13. Two backpacks cost the same. Bag A has padded straps and a laptop compartment, while Bag B has more decorative pockets. A student carries a laptop daily. Which recommendation is best?

A. Bag B is better because decorative pockets look attractive.
B. Bag A is more suitable because its features support daily laptop use.
C. Both bags must be equally comfortable because their prices match.

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D. Bag B is more useful because it has a greater number of pockets.

14. A classmate says, "This online course is cheaper, but the other one includes live feedback." What is the main comparison?

A. The difference between studying at home and on campus.
B. The advantages of choosing only free learning resources.
C. The difference between individual and group assignments.
D. The trade-off between lower cost and additional learning support.

15. A student wants a learning app for practicing speaking, but the free version has no conversation feedback. Which response is the most balanced?

A. The free app is automatically the best choice for every learner.
B. The paid app should be avoided because it costs money.
C. The paid version may be more useful if speaking feedback is your priority.
D. Both versions provide exactly the same learning experience.

16. A coordinator announces: 'Meet at the terminal at 7:30. We must verify everyone's documents before boarding at 8:00. Anyone arriving after verification closes may miss the group departure.' A participant expects to arrive at 7:55. What is the most appropriate response?

A. Contact the coordinator immediately and ask whether document verification can still be completed.
B. Go straight to boarding at 8:00 without contacting the coordinator.
C. Assume that arrival before 8:00 guarantees participation in the visit.
D. Wait at the terminal until the group returns and request another visit.

17. Your group is planning an educational visit to a company. Which statement best explains the value of the visit?

A. The visit is useful because it gives us a day away from class.
B. We should choose the company because the building looks modern.
C. The main benefit is having more opportunities to take photographs.
D. The visit will help us observe workplace communication and connect theory with practice.

18. A participant says, "I'd like to join the study visit, but I'm concerned about the transport arrangements." Which response is most helpful?

A. You should decide immediately without asking further questions.
B. Let's check the departure point, schedule, and transport details together.
C. Transport arrangements are not relevant to the study visit.
D. You can ignore the schedule as long as you arrive eventually.

19. During an online group project, one member cannot access the shared document, and the deadline is approaching. The member can still join the video meeting. Which response best balances inclusion and progress?

A. Ask the member to wait until the platform works, then complete all remaining work.
B. Remove the member from the task so the rest of the group can submit on time.
C. Check access permissions, share an alternative copy, and assign a contribution during the call.
D. Postpone every group decision until the original document becomes accessible.

20. A classmate says, "Online learning is convenient, but I sometimes find it difficult to stay focused." Which reply shows a balanced opinion?

A. I agree about the convenience, although distractions can reduce concentration.

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B. Online learning is always better than every classroom experience.
C. Students who lose focus should avoid using digital tools entirely.
D. I disagree because online learning cannot have any disadvantages.

21. In a discussion about educational technology, which statement provides the strongest support for an opinion?

A. Digital tools are useful because I like modern technology.
B. Everyone should use the same applications for all activities.
C. Online platforms are clearly better, so no explanation is necessary.
D. Collaborative documents are helpful because group members can edit and review work together.

22. You meet a training coordinator at a professional event. Which opening is most suitable for starting a meaningful conversation?

A. Can you guarantee that your organization will hire me?
B. Good evening. I'm interested in training and development. May I ask about your work?
C. I need you to explain everything about your company immediately.
D. I don't know much about your work, so perhaps we shouldn't talk.

23. A training coordinator says, 'I plan workshops for employees across departments, but their schedules rarely match.' Which follow-up question is most likely to encourage a meaningful professional exchange?

A. Do all employees have exactly the same responsibilities in your company?
B. Would it be easier if you stopped organizing workshops for several departments?
C. How do you coordinate attendance when departments have conflicting schedules?
D. Could you tell me the exact number of employees in every department?

24. During a networking conversation, you realize that you have spoken for several minutes without inviting the other person to contribute. What should you do?

A. Pause and ask a relevant question about the other person's experience.
B. Continue explaining your background until you have nothing left to say.
C. End the conversation without allowing the other person to respond.
D. Repeat your introduction using more formal and technical vocabulary.

25. At the end of a professional conversation, you want to maintain contact appropriately. Which closing is best?

A. I'll contact you every day until you respond to my messages.
B. You should introduce me to all your professional contacts soon.
C. I think we've discussed enough, so I'll leave now.
D. It was a pleasure speaking with you. May we stay in touch about future opportunities?

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