

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

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

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