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

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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

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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

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