

Business Vocabulary

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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- 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