

Name: \_\_\_\_\_

Date: \_\_\_\_\_



# Business Schedules

Unit 3 • Knowledge Check

## Part 1: Vocabulary in Context

**Word Bank:** colleague • contract • demo • stock • launch party

Read the sentences below. Fill in the missing word from the word bank.

1. The shop has run out of items. We need to order more \_\_\_\_\_.

2. Before we begin the new project, both managers must sign the \_\_\_\_\_.

3. Tomorrow afternoon, I will give a \_\_\_\_\_ of our new software so you can see how it works.

4. I cannot finish this report alone, so I will ask a \_\_\_\_\_ for help.

## Part 2: Professional Communication

Choose the most polite and professional phrase for each situation. Tick or circle the best option.

5. You want to ask a client for a meeting. What is the most polite way to ask?

a) Give me a meeting tomorrow.	b) Would 2:30 be OK?	c) Come to my office at 2:00.
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6. Someone asks for a meeting, but you have no free time. What should you say?

