

## Choose the correct option

- 1 Good presenters rarely ramble. They usually try to be as ..... as possible.  
a) inarticulate      b) hesitant      c) succinct
- 2 Her arguments were so ..... that we all agreed to her proposal.  
a) fluent      b) extrovert      c) persuasive
- 3 The audience were very ..... and carried him through his difficult presentation.  
a) responsive      b) eloquent      c) coherent
- 4 She is a very ..... person. She always keeps her attention fixed on what she wants to achieve.  
a) sensitive      b) focused      c) fluent
- 5 He never says what he thinks or shows what he feels. How can anybody be so .....?  
a) rambling      b) fluent      c) reserved

5. If an employee hands in his notice, he wants to.....  
A sack      B dismiss      C resign

6. If an employee repeatedly breaks rules and make mistakes, his superior can..... him.  
A sack      B dismiss      C resign

7. If the size of your weekly/monthly income depends on some variable, your employer pays you.....  
A a salary      B wages      C pension

8. When a male member of staff turn 65, he can.....  
A resign      B retire      C make himself redundant

9. If companies face financial difficulties, they very often..... their staff because they don't have enough money to pay their salaries.  
A resign      B retire      C lay off

10. Employers provide their employees with compensation packages which can be also called.....  
A perks      B incentives      C remuneration

11. I ..... in this company for 10 years.  
Work      am working      have been working

12. We ..... the importance of this decision for a long time already.  
Are understanding      have understood      have been understanding

13. Who ..... my laptop? Why isn't it on my desk?  
Has used      has been using      used

14. Today the coffee ..... good!  
Is tasting      tastes      has been tasting

15. She is tired! – Yes, she.....candidates since the very morning.

16. I'd rather.....it later.

To do                    do                    did

17. They'd rather I ..... yesterday.

18. She'd rather he.....more attentive in the future.

Have been                    was                    had been

19. We'd rather ..... our next session.

Don't cancel      not cancel      didn't cancel

20. She'd rather ..... late yesterday.