

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.

Is interviewing

have interviewed

has been interviewing

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

To do

do

did

17. They'd rather Iyesterday.

not have come

didn't come

hadn't come

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 ratherlate yesterday.

Haven't been

wasn't

not have been