

Intelligent Business

Unit 3 Review questions for the Pre-intermediate Coursebook

- 1) It is polite to ... if you are late for a meeting.
 - a) apologise to your colleagues.
 - b) greet your colleagues.
 - c) ignore your colleagues.

- 2) If you are considerate, you ...
 - a) don't use polite language.
 - b) think about other people's feelings.
 - c) use formal language at all times.
 - d)

- 3) When would you say 'You're welcome!'?
 - a) When someone says, 'Can I sit here?'
 - b) When someone says, 'Good evening, my name is John Forbes.'
 - c) When someone says, 'Thank you very much!'

- 4) Someone says, 'May I smoke here?'
 - a) Not at all!
 - b) Don't worry!
 - c) I'm afraid not.

- 5) ... you like a cup of coffee?
 - a) Would
 - b) Do
 - c) Could

- 6) It is ... not to say 'thank you'.
 - a) unpolite
 - b) unfriendly
 - c) unformal

- 7) 'Please phone me back before 4.30 pm' means:
 - a) You mustn't phone until 4.30 pm.
 - b) You can phone after 4.30 pm
 - c) You have to phone by 4.30 pm.

- 8) When you have a meeting with new partners, it is ... to be late.
 - a) important
 - b) impractical
 - c) impolite

- 9) If an invitation says casual dress, this means ...
 - a) informal clothes.
 - b) a jacket and tie.
 - c) ladies can't wear trousers.

- 10) 'Could you send me the figures please?'
 - a) I'm not sorry!
 - b) No problem!
 - c) That would be nice!

