

## Business Expressions

- 1 To start a speech, you say \_\_\_\_\_.  
A| Gentlemens and ladies... B| Lady and gentlemen... C| Ladies and gentlemen...
- 2 A note sent to someone in your office is a \_\_\_\_\_.  
A| letter B| memo C| omen
- 3 Your job title is known as your \_\_\_\_\_.  
A| design B| designation C| designer
- 4 To pass work on to another person is to \_\_\_\_\_.  
A| remark B| empower C| delegate
- 5 An office person is an \_\_\_\_\_.  
A| executive B| execute C| execution
- 6 To get a job, you need to apply with your \_\_\_\_\_.  
A| resume B| boss C| memo
- 7 The person controlling a meeting is the \_\_\_\_\_.  
A| chairperson B| cheerleader C| tealady
- 8 When someone loses their job, they are \_\_\_\_\_.  
A| fired B| flashed C| flushed
- 9 Office culture is sometimes called \_\_\_\_\_ culture.  
A| empowerment B| corporate C| executive
- 10 People meet at a \_\_\_\_\_ to discuss topics related to their job.  
A| negotiation B| confidence C| conference

Answer Key:

- 1| C
- 2| B
- 3| B
- 4| C
- 5| A
- 6| A
- 7| A
- 8| A
- 9| B
- 10| C