Intelligent Business

Unit 15 Review questions from the Pre-intermediate Coursebook

1. Giving employees *promotion* means ...
   a. offering them bonuses.
   b. offering them a higher position.
   c. asking them to leave the company.

2. Employees who are motivated to do well are ...
   a. ambitious.
   b. friendly.
   c. responsible.

3. Who is at the bottom of a *hierarchy*?
   a. managers
   b. subordinates.
   c. senior staff.

4. A trainee should look up to ...
   a. his colleagues.
   b. his workmates.
   c. his superiors.

5. ‘We have *hired* 20 new staff’ Replace the word in italics.
   a. taken on
   b. taken over
   c. taken up

6. Last year he *took part* in the company cycle race.
   a. controlled
   b. participated
   c. accepted

7. Which sentence is correct?
   a. Where have you been yesterday?
   b. He worked in the company for 20 years until his retirement.
   c. I know him since our schooldays.

8. ‘The company has achieved good results so far this year.’ Which sentence is true?
   a. It is the end of the year.
   b. The year is not finished.
   c. It is the beginning of the new year.

9. Two staff are sick and one is on holiday ... I need someone to help out.
   a. so that
   b. because
   c. so

10. I use my laptop a lot ... I spend 2-3 days out of the office each week.
    a. in order to
    b. because
    c. so that