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) unpoltie
   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!