

Intelligent Business

Unit 4 Review questions for the Upper Intermediate Coursebook

- 1) To do something in 'real time' means ...
 - a) to do it thoroughly.
 - b) to do it when you have time.
 - c) to do it instantaneously.
- 2) A 'blog' is a type of ...
 - a) database.
 - b) diary.
 - c) information network.
- 3) The intranet is a way of accessing information for ...
 - a) the people inside one company organisation.
 - b) the whole world.
 - c) management levels only.
- 4) A digital dashboard ...
 - a) keeps managers informed of what's currently going on in the company.
 - b) is used to plan future goals and tasks.
 - c) keeps employees informed of the latest company news.
- 5) Which of the following 'tag' questions is **NOT** correct?
 - a) You couldn't give me a hand, could you?
 - b) You're not going home, are you?
 - c) You have finished the report, did you?
- 6) 'Why didn't you ask for help if you couldn't open the file?' is an example of ...
 - a) making a suggestion.
 - b) expressing irritation.
 - c) asking politely.
- 7) 'Do you have any idea when you'll be finished?' is an example of ...
 - a) an embedded question.
 - b) a closed question.
 - c) a hypothetical question.
- 8) When a company monitors the behaviour and activities of its employees, this is known as ..."
 - a) data protection.
 - b) surveillance.
 - c) code of conduct.
- 9) *Industrial espionage* is about gathering information using ...
 - a) open sources.
 - b) confidential procedures.
 - c) illegal methods.
- 10) Companies should avoid putting _____ information on their intranet site.
 - a) detailed
 - b) sensitive
 - c) current

