

Basic Business English Vocabulary practice (for beginners) 1

Choose the correct response to complete each of the following sentences:

1. He is the head of the accounting department = He's _____ of the accounting department.
a) in charge b) charge c) in control
2. I'd like to _____ you to Lisa, our database specialist.
a) introduce b) meet c) assist
3. I'm _____ manager at Disney. (There are many managers there)
a) the b) an c) a
4. I'm _____ CEO of Herbalife International. (There is only one CEO)
a) a b) the c) an
5. James always does _____ well.
a) job b) working c) his job
6. You should always call the customer by their _____, not their first name.
a) last name/surname b) second name c) familiar name
7. I remember faces very well = I'm _____.
a) good with faces b) good at faces c) good in faces
8. Do you have any _____ on you?
a) cards of business b) work cards c) business cards
9. Another word for colleague is _____.
a) compatriot b) co-worker c) acquaintance
10. Our business is _____. We have to hire two more people.
a) slowing down b) growing c) growing up

Basic Business English Vocabulary practice (for beginners) 1

ANSWERS:

1) a 2) a 3) c 4) b 5) c 6) a 7) a 8) c 9) b 10) b