

## Basic Business English Vocabulary practice (for beginners) 2

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

1. Many companies require you to wear a nice shirt and a \_\_\_\_\_ to work.  
a) tie   b) hat   c) belt
2. Lowest paying jobs = \_\_\_\_\_ jobs  
a) Small wage   b) Minimum wage   c) Little wage
3. I always have a \_\_\_\_\_ attitude. ( = *I'm always optimistic*)  
a) positive   b) negative   c) pleased
4. I want to \_\_\_\_\_ for this seminar.  
a) sign   b) sign up   c) sign in
5. Victoria was \_\_\_\_\_ today.  
a) late 15 minutes   b) late by 15 minutes   c) 15 minutes late
6. To be \_\_\_\_\_ means to always be on time.  
a) punctured   b) punctuated   c) punctual
7. The amount of work that you have to do is called your \_\_\_\_\_.  
a) workload   b) job-load   c) work-heap
8. Please let me know \_\_\_\_\_.  
a) through email   b) by email   c) with email
9. I'm sorry, he just \_\_\_\_\_ ( = *left the office*). He'll be back in half an hour.  
a) stormed out   b) walked   c) stepped out
10. He is always \_\_\_\_\_ to help me.  
a) willing   b) wants   c) wailing

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### **ANSWERS:**

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