

Workplace English – Multiple Choice Questions (B1 Level)

1. Which sentence is the most polite request?

- A. Send me the report now.
 - B. You have to send the report.
 - C. Could you please send me the report?
 - D. Send the report today.
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2. Which instruction is clear and professional?

- A. Do it fast.
 - B. Check the document for errors.
 - C. You know what to do.
 - D. Just finish it somehow.
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3. What is a polite way to ask for clarification?

- A. What are you even saying?
 - B. Repeat again.
 - C. I didn't understand anything.
 - D. Sorry, could you repeat that, please?
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4. Which sentence shows a confident opinion?

- A. Maybe... I don't know...
 - B. In my opinion, teamwork improves results.
 - C. I guess it's okay.
 - D. I am not sure but maybe this?
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5. Which is a polite way to agree?

- A. Yes, obviously.
 - B. Whatever you say.
 - C. I agree with your point.
 - D. If you say so.
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6. Which is a polite way to disagree?

- A. You are wrong.
 - B. I don't like your idea.
 - C. That's not correct.
 - D. I see your point, but I think we can try another option.
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7. Which is a good workplace small-talk question?

- A. Why are you late again?
 - B. Do you have any gossip?
 - C. How has your day been so far?
 - D. What's your salary?
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8. Which sentence handles a problem professionally?

- A. Everything is messed up.
 - B. This is a big problem.
 - C. We have an issue, but we can fix it by updating the file.
 - D. I don't want to deal with this.
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9.Which is good positive feedback?

- A. You didn't work well.
 - B. You should do better.
 - C. This is okay, I guess.
 - D. You did a great job on this task.
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10. Which email opening is professional?

- A. Hey bro, what's up?
- B. Yo, send it fast.
- C. Hi, I hope you are doing well.
- D. Listen, I need something.