



Foreign Language MA Global Economy (English).d(3)

- 1 What would you say in the opening part of a formal letter? ...
- 2 'With love' is used in the ... part of an informal letter
- 3 In an informal letter you should ...
- 4 How would you address the recipient of an informal letter? ...
- 5 The ideal way to apply for the vacancy of a job is to submit a resume that is ...
- 6 Which of these topics is also covered on many resumes? It is ...
- 7 Which of the following is considered to be poor e-mail etiquette? ...
- 8 What should be the best way to format the paragraphs when writing an email message? ...
- 9 Which of these would not be acceptable in a formal letter? ...
- 10 What is the part of the letter that includes the address and date at the top? ...
- 11 Which of the following is not a function of a cover letter? ...
- 12 When should you send a cover letter? ...
- 13 Which of the following is NOT something that a cover letter should always contain in its closing paragraph? ...
- 14 Which of the following sentences is most formal in style? ...
- 15 Which of the following sentences is most formal in style? ...
- 16 Which of the following words is most formal in style? ...
- 17 In the ... paragraph you request action, such as an appointment, an interview, or some other definite action





- (18) ... is a document used by individuals to present their background and skillsets.
- (19) ... is a letter of introduction attached to, or accompanying another document such as a resume or employment application; as a way of introducing themselves to potential employers and explaining their suitability for the desired position.
- (20) Cover letters are generally ... page at most in length, divided into a header, introduction, body, and closing.
- (21) I don't know enough about the new project, so I need to . . . more.
- (22) Can you . . . (think of an idea) with a better idea?
- (23) I'd like to . . . (create) my own business.
- (24) The situation is not good, we need to ... some expenses.
- (25) The management's decision has been ... to next week.
- (26) The top management of our company can't ... every unprofitable state enterprise.
- (27) Do ... if you happen to be passing by our branch.
- (28) The purchase fell ... when our manager couldn't get financing.
- (29) You've to ... with your project, it is promising.
- (30) Many businesses are unwilling to ... into new areas.
- (31) What kind of communication problems do people face in an office?
- (32) . . . is an English idiom related to time.
- (33) How much money do you need to be considered rich?
- (34) What new business technology do you think we will see in five or ten years?
- (35) What would you like to change about your job or your workplace?
- (36) . . . is a company that has good customer service.





- 37 One of the correct procedure for handling a customer complaint is to ...
- 38 What is your view on crypto currencies? ...
- 39 ... is one of the key ways to make sure a meeting is efficient and productive.
- 40 ... is one of the tips for delivering an effective presentation
- 41 . . . I participate in the next event please?
- 42 You . . . attend the next meeting.
- 43 He . . . sign the contract, but we are not sure if the manager going to allow him.
- 44 These charts ... reflex the situation, our losses are much more
- 45 The deal ... sign any time now.
- 46 The agreement . . . yesterday.
- 47 He try to ask the manager some more permissions.
- 48 The letters been sent yet because of technical issues.
- 49 He be late to the meeting.
- 50 I introduce you to my colleague?
- 51 Whenever you . . . my office, you can use it.
- 52 If I . . . about his decision, I would have told you.
- 53 I . . . seen such a successful manager until now.
- 54 When Hana came into the office yesterday, her eyes were red and watery. I think she . . .
- 55 You'll tidy up the office . . .
- 56 I ... seen many pictures of the site before I went there. The pictures are very misleading





- 57 Who ... off the lights of the meeting room a minute ago?
- 58 If he were resigned from his job I... offer him a new position in my company.
- 59 They ... raise employees' salaries due to the situation.
- 60 As soon as they . . . our PC, we will send the email.
- 61 We have moved from London.in Liverpool now
- 62 I arrived in ... last Friday.
- 63 He will . . . the office PC every morning.
- 64 The people on . . .plane were all Italian.
- 65 Sister . . . the dinner when we get home
- 66 Should we have the activity on Saturday ... Sunday
- 67 They're going to their office over ...
- 68 ... my favorite supervisor
- 69 The people ... reach their sales target will get a reward
- 70 If we stay on this track, we can't ...
- 71 Let's participate in ... project, the manager already put our coworker.
- 72 Every girl must bring ... own lunch
- 73 My ... cabin is next to his' cabin
- 74 The dad ...
- 75 One employee's negativity can . . . all the workers.
- 76 Economics been taught by three professors.





- 77 My brother is elder me
- 78 She has money
- 79 he did not give me ... milk
- 80 I consulted an attorney ... I met in London

