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

What would you say in the opening part of a formal letter? ... 'With love' is used in the ... part of an informal letter In an informal letter you should ... How would you address the recipient of an informal letter? ... The ideal way to apply for the vacancy of a job is to submit a resume that is ... Which of these topics is also covered on many resumes? It is ... Which of the following is considered to be poor e-mail etiquette? ... What should be the best way to format the paragraphs when writing an email message? ... Which of these would not be acceptable in a formal letter? ... What is the part of the letter that includes the address and date at the 10 top? ... Which of the following is not a function of a cover letter? ... When should you send a cover letter? ... Which of the following is NOT something that a cover letter should (13 always contain in its closing paragraph? ... Which of the following sentences is most formal in style? ... ĺ15) Which of the following sentences is most formal in style? ... Which of the following words is most formal in style? ... In the ... paragraph you request action, such as an appointment, an 17 interview, or some other definite action

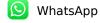




Самый быстрый способ связи — мессенджер (кликни по иконке, и диалог откроется)



- ... is a document used by individuals to present their background and skillsets.
- ... 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.
- 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.
- The top management of our company can't ... every unprofitable state enterprise.
- (27) Do ... if you happen to be passing by our branch.
- $\binom{28}{}$ The purchase dell ... when our manager couldn't get financing.
- You've to ... with your project, it is promising.
- (30) Many businesses are unwilling to ... into new areas.
- $\binom{31}{31}$ What kind of communication problems do people face in an office?
- $\binom{32}{2}$. . . is an English idiom related to time.
- $\binom{33}{}$ How much money do you need to be considered rich?
- What new business technology do you think we will see in five or ten years?
- What would you like to change about your job or your workplace?
- $\binom{36}{}$. . . is a company that has good customer service.









- One of the correct procedure for handling a customer complaint is to ...
- $\binom{38}{}$ What is your view on crypto currencies? ...
- ... is one of the key ways to make sure a meeting is efficient and productive.
- $\stackrel{\text{40}}{}$... is one of the tips for delivering an effective presentation
- 41 . . . I participate in the next event please?
- $\binom{42}{}$ You . . . attend the next meeting.
- He . . . sign the contract, but we are not sure if the manager going to allow him.
- $\binom{44}{}$ These charts ... reflex the situation, our losses are much more
- $\binom{45}{}$ The deal ... sign any time now.
- $\stackrel{\textstyle (46)}{}$ The agreement . . . yesterday.
- $\binom{47}{}$ He try to ask the manager some more permissions.
- $\binom{48}{}$ The letters been sent yet because of technical issues.
- $\binom{49}{}$ He be late to the meeting.
- (50) I introduce you to my colleague?
- 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.
- When Hana came into the office yesterday, her eyes were red and watery. I think she . . .
- $\stackrel{\left(55\right)}{}$ You'll tidy up the office . . .
- I ... seen many pictures of the site before I went there. The pictures are very misleading









- Who ... off the lights of the meeting room a minute ago?
- If he were resigned from his job I... offer him a new position in my 58) company.
- 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
- 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 ...
- Let's participate in ... project, the manager already put our coworker.
- Every girl must bring ... own lunch
- My ... cabin is next to his' cabin
- The dad ...
- One employee's negativity can . . . all the workers.
- Economics been taught by three professors.

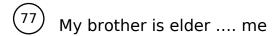












- She has money
- he did not give me \dots milk
- I consulted an attorney ... I met in London



