

Test your business Swenglish 1

- a) She **works/Her office is** on the third floor.
- b) His **role** at the company is to co-ordinate the team.
- c) There were 12 **people/participants** at the meeting.
- d) We need to train the right **skills** in the workforce.
- e) Would you mind **checking/verifying** these figures?
- f) The rest of the report is on the **back/other side**.
- g) The new employee will be completing her **training/probationary period/onboarding/** soon.

- h) We need to **review** our work **procedures**.
- i) I've worked **in** this department for 25 years. (**at a company**)
- j) She works for a **subsidiary** of Sony.
- k) He is very reliable and has a **professional** attitude.
- l) Tomorrow is a **national holiday** so I'm taking the kids to the zoo.
- m) The company is divided into three **divisions/SBUs** – road, rail and TPL.
- n) I've worked with him before and he's a little bit **unconventional/eccentric/odd**.