



REVISION IV (LESSONS 16-20)

Nadamo se da ste ostvarili dobre rezultate na dosadašnjim ponavljanjima. Sretno i s ovime! (Rješenja zadataka iz trećeg ponavljanja Business English – Revision III – Lessons 11-15 nalaze se ispod četvrtog ponavljanja Business English – Revision IV – Lessons 16-20.)

LESSON 16 – BUSINESS CORRESPONDENCE

Insert the missing words.

D_____ Ms Hathaway,

Thank you for your e_____.

Please find our offer a_____.

Should you have any further questions, do not h_____ to contact us.

We are looking forward to h_____ from you soon.

Best regards,

Thomas Atkinson

Score ___ / 5

LESSON 17 – TELEPHONING

Fill in the sentences with the missing elements.

- Milton House Ltd. Jane _____. How can I help you?
- I'm _____ Mr Milton is not in the office at the moment.
- Certainly, I'll put you _____.
- Would you like him to call you _____?
- Would you like to leave a _____?

Score ___ / 5



LESSON 18 – SOCIALISING

Write your own responses to the following prompts.

- a) How do you do. _____
- b) This is my colleague, John Stewart. _____
- c) How are you? _____
- d) I don't think we've met. _____
- e) Nice to meet you. _____

Score ___ / 5

LESSON 19 – MEETINGS

Finish the following sentences.

- a) The person who runs the meeting is called a c_____.
- b) The person who is present at the meeting is called a p_____.
- c) The person who takes notes during the meeting is called a m_____ t_____.
- d) The list of meeting topics is called an a_____.
- e) Each topic is called an i_____.

Score ___ / 5

LESSON 20 – PRESENTATIONS

Match the halves of the following sentences.

- | | |
|--|------------------------------------|
| a) Thanks for coming | 1. we have increased our revenues. |
| b) I'll be pleased to answer any questions | 2. to the end of my talk. |
| c) As you can see, | 3. to my presentation. |
| d) This brings me | 4. the following graph. |
| e) Take a look at | 5. at the end of my talk. |

Score ___ / 5

TOTAL: ___ / 25

Jeste li uspjeti? Rješenja pogledajte u idućem ponavljanju Business English – Revision 5 – Lessons 21-25.



Rješenja zadataka iz trećeg ponavljanja Business English – Revision III – Lessons 11-15.

Lesson 11

a) 3 b) 4 c) 1 d) 5 e) 2

Lesson 12

a) petroleum b) renewable c) biofuel d) consumption e) power

Lesson 13

a) vocation b) achievement c) resigned d) break e) living

Lesson 14

a) by b) at c) off d) out e) at

Lesson 15

a) toilet b) city centre c) lift d) underground e) trolley