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КОМПЛЕКСНА КОНТРОЛЬНА РОБОТА
Варіант № 1

1. What are the main peculiar features of business communication?

2. Continue the following definitions:

- A business letter is - _____.
- Communication is the process - _____.
- Semi-indented Letter Style is characterized by - _____.
- Open Pattern of Punctuation is characterized by - _____.
- The main features of effective negotiations are - _____.
- The structure of the telephone conversation includes - _____.

3. Choose the correct variant:

- I like to visit other countries but I find the of travel is too high.
(a) money (b) cost (c) expenses (d) currency
- She is very happy because she starts her new today.
(a) job (b) work (c) labour (d) post
- One day I hope I shall the lottery.
(a) gain (b) collect (c) reach (d) win
- He must have a lot of money because this summer he is going on a cruise the world.
(a) about (b) around (c) across (d) through
- Have you read that book the life of Van Gogh?
(a) about (b) of (c) over (d) in
- Do you want sugar in your coffee?
(a) some (b) much (c) any (d) little
- They do not cheques in that restaurant.
(a) accept (b) agree (c) allow (d) admit
- I cannot work today because I have very bad tooth.....
(a) pain (b) hurt (c) damage (d) ache
- Children are not in that public house.
(a) aloud (b) allowed (c) accepted (d) agreed
- You can see the about the sale in the local paper.
(a) announcement (b) warning (c) notice (d) advertisement.