

Weekly Quiz

In each of the following examples, only one of the three sentences is correct. Which one?

1)

- a) Please send me the minutes of the last meeting.
- b) Please send me the minute of the last meeting.
- c) Please send me the protocol of the last meeting.

2)

- a) Good news! The customer sent us a demand yesterday.
- b) Good news! The customer sent us an order yesterday.
- c) Good news! The customer sent us a complaint yesterday.

3)

- a) We need to find a fitting candidate for this position.
- b) We need to find a passing candidate for this position.
- c) We need to find a suitable candidate for this job.

4)

- a) We have to stop production because we have a shortage of raw materials.
- b) We have to shortage the order because we don't need as many parts as last time.
- c) We are working shortage this month because we don't have much to do.

5)

- a) I have to cancel this meeting, but my colleague will attend.
- b) I will cancel this meeting because it is not necessary.
- c) I will cancel the meeting from Monday to Wednesday.