# Choose the correct answer in the question below.

Many jobs require you to submit a \_\_\_\_\_, which is a three paragraph letter stating your \_\_\_\_\_ for the job.

1. Cover letter; interest and qualifications
2. Cover letter; interest and dedication
3. Sample letter; education and qualifications
4. Cover letter; education and qualifications

# Complete the following presentation excerpts using the words below.

|  |
| --- |
| after that                     finally                          illustrate                                  outline to start with                 then                             describe                                   specifically purpose                        sum up                         thank                                       tell you |

Good morning, everybody. I hope you are all doing well today and I’d like to \_\_\_\_\_\_\_ you all for being here.

Today I am here to \_\_\_\_\_\_\_\_\_\_ about our latest product, and more \_\_\_\_\_\_\_\_\_ about how it works and what it does.

I’d also like to \_\_\_\_\_\_\_\_\_\_ the products’ features and \_\_\_\_\_\_\_\_\_\_ inform you about where you can get it and how. \_\_\_\_\_\_\_\_\_\_\_\_, I’d like to briefly \_\_\_\_\_\_\_\_\_\_ our current marketing policy in Canada. \_\_\_\_\_\_\_\_, I’ll \_\_\_\_\_\_\_\_\_\_ some of the problems we have encountered in our market share. \_\_\_\_\_\_\_\_\_\_\_, I’ll \_\_\_\_\_\_\_\_ our progress this year and continue on with our main \_\_\_\_\_\_\_ for being here; the product.

# Which sentence means the same as the phrase used

1. I need to run this past my boss.
   1. I need to make sure my boss doesn’t find out about this.
   2. I need to get my boss’s approval for this.
2. Unfortunately, I won’t be able to take you up on that.
3. I’m afraid I can’t accept your offer.
4. I’m afraid I can’t agree with you.

3. Can ﻿I get back to you on that?

1. Can I disagree with you about that?
2. Can I give you an answer to that later?