

Weekly Quiz - Answers

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.