ENGLISH VOCABULARY TESTS

Office Vocabulary in English Quiz: Deadline, Overtime, Shift

15 questions · Choose the correct answer. Online test and answer key with explanations:
https://englishtestsonline.com/office-vocabulary-in-english-quiz-deadline-overtime-shift/

Name: _____ Date: _____ Score: _____ / 15

1. The ___ for the report is Friday at five. After that, it's too late.
A) deadline **B)** schedule
C) shift **D)** overtime

2. My ___ is very full this week: I have meetings every day.
A) deadline **B)** schedule
C) department **D)** attachment

3. I worked three extra hours last night, and I got paid for the ___.
A) shifts **B)** deadlines
C) overtime **D)** schedule

4. Nurses take turns, so the hospital never closes. This week Ana works the night ___.
A) overtime **B)** time
C) schedule **D)** shift

5. Tom isn't at work today. He's got flu, so he's ___.
A) off sick **B)** sick off
C) out of sick **D)** on sick

6. She's in Berlin for three days for her company. She's on a ___.
A) holiday **B)** business trip
C) shift **D)** department

7. My brother works in the sales ___ of a big company.
A) shift **B)** report
C) department **D)** schedule

8. Who's ___ the new website?
A) in charge for **B)** responsible of
C) in charge on **D)** in charge of

9. The page is on my computer screen. Can you ___ it for me?
A) print **B)** photocopy
C) attach **D)** report

10. This page is in a book. Can you ___ it for everyone?
A) print **B)** photocopy
C) attach **D)** schedule

11. I can't open the ___ in your email. Can you send it again?
A) deadline **B)** shift
C) attachment **D)** department

12. I'm writing a ___ on last month's sales for my manager.
A) deadline **B)** shift
C) overtime **D)** report

13. Tomorrow I'm ___ a presentation to the whole team.
A) giving **B)** saying
C) telling **D)** speaking

14. You stand up and talk to a group about a topic, with pictures on a screen: you give a ___.
A) report **B)** presentation
C) attachment **D)** schedule

15. Which sentence is right?
A) I did a lot of overtimes.
B) I must finish it until Friday.
C) I must meet the deadline.
D) She's in charge for sales.

Finished? Check your answers online

Get your score with instant feedback, and download the **answer key with explanations**, on the test page:
englishtestsonline.com · scan the code for this test

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