

# Practical Business English Answer Key

## Unit 1

### Lesson 1

#### Self-Assessment

The following are example answers.

1. Good morning, Pineapple Tech. Alex speaking. How may I help you?
2. Of course. Just a moment, please.
3. Hello, Mr. Evans. How may I help you?
4. Okay. I can help you with that.

#### Complete the Sentences

Some questions may have more than one possible answer.

1. extension
2. hold / hold on
3. responsible
4. available
5. connect / transfer
6. a moment

#### Match the Sentences

1. d. Please hold on.
2. c. John is responsible for sales.
3. e. I'll connect you now.
4. b. Why are you calling?
5. a. Is Mr. Lee in today?

#### Conversation A Comprehension Questions

1. Marcus Novak from Comville is calling.
2. Samantha Williams from Onyx Corp. is answering the phone.
3. The caller wants to speak to Michael Brown to check if Mr. Brown received the samples that he sent.

#### Conversation B Comprehension Questions

1. The caller wants to speak to the person in charge of Vintec's website.
2. The caller wants to help the company set up their new online store.
3. Melanie waters is in charge of the website.

### Lesson 2

#### Self-Assessment

The following are example answers.

1. I'm sorry, but he is unavailable right now.
2. Would you like to leave a message?
3. Certainly. I'll give him the message.
4. May I have your e-mail address, please?

#### Complete the Sentences

Some questions may have more than one possible answer.

1. contact information
2. leave a message
3. call me back
4. be back / come back
5. have / know

#### Match the Phrases

1. d. May I take a message?
2. a. He's unavailable right now.
3. e. I'll make sure he gets your message.
4. b. Let me go over that again.
5. c. When can I reach him?

#### Conversation A Comprehension Questions

1. The caller works for Nodecom.
2. The caller wants to speak to Laura Brooks.
3. The caller wants Alan to tell Laura that she needs to talk to her about the new product.

#### Conversation B Comprehension Questions

1. The receptionist works for Feedback Consulting.
2. The caller wants to speak to Adriana Cook.
3. Ms. Cook is in a meeting.

## Unit 1

### Lesson 3

#### Self-Assessment

The following are example answers.

1. I got a message that you called.
2. Are you available to talk right now?
3. Thank you for returning my call.
4. I'm sorry, but I can't talk right now.

#### Complete the Sentences

Some questions may have more than one possible answer.

1. secretary
2. returning your call
3. tied up
4. interrupt / bother
5. a good time to talk

#### Match the Responses

1. b. Yes, I'm available now.
2. d. Thank you for calling me back.
3. c. It's no problem. How can I help you?
4. a. Of course. When should I expect your call?
5. e. It's no problem. I was just calling to discuss my offer.

#### Conversation A Comprehension Questions

1. The caller is named Maria Cooper.
2. Ashton is in the middle of a meeting.
3. After the meeting, Ashton will call Maria back.

#### Conversation B Comprehension Questions

1. Drew called Maya earlier that morning.
2. The product comes in red, white, and black.
3. The standard price is \$500 per unit.

### Lesson 4

#### Self-Assessment

The following are example answers.

1. I'm sorry, but your voice is a little quiet.
2. I'm sorry, but I didn't catch that.
3. I'm sorry, but my phone battery is almost dead.
4. I'm sorry, but I think you have the wrong number.

#### Complete the Sentences

Some questions may have more than one possible answer.

1. Speak up
2. catch
3. static
4. wrong number
5. hang up
6. dying

#### Match the Sentences

1. c. You're too quiet.
2. e. My battery is running low.
3. a. I'm losing you.
4. b. I didn't understand that.
5. d. No one here has that name.

#### Conversation A Comprehension Questions

1. She is calling because she got locked out of the server.
2. She repeats herself because Rupert cannot hear or understand what she is saying.
3. The correct password is "lawyer1244".

#### Conversation B Comprehension Questions

1. The caller is in the countryside.
2. No, they don't. The caller called the wrong number.
3. The call was disconnected.

## Unit 2

### Lesson 5

#### Self-Assessment

The following are example answers.

1. Could we meet sometime next week?
2. I'm sorry, but I'm busy on Monday morning.
3. How about 2pm on Thursday afternoon?
4. Sounds good. Let's meet at 10am at your office.

#### Complete the Sentences

Some questions may have more than one possible answer.

1. business lunch
2. convenient
3. get together
4. tied up
5. work for you / suit you / be convenient
6. drop by / stop by

#### Match the Responses

1. d. I'm available on Monday and Wednesday.
2. e. I'm sorry, but I can't make it tomorrow.
3. a. Great! See you then.
4. c. What about the day after tomorrow?
5. b. Sure. Friday works for me.

#### Conversation A Comprehension Questions

1. Ms. Stokes is calling Mr. Terry because she wants to discuss the current project.
2. They are going to meet on Friday afternoon at 2pm.
3. They are going to meet at Mr. Terry's office.

#### Conversation B Comprehension Questions

1. The speakers seem to be work friends.
2. Alan invites Nick to go drinking with him after work.
3. Nick is too busy, so they don't make a plan to meet.

### Lesson 6

#### Self-Assessment

The following are example answers.

1. I'm afraid that I can't attend the meeting.
2. Could we postpone the meeting?
3. Could we reschedule the meeting from 9am to 10am?
4. I'm sorry for cancelling our appointment.

#### Complete the Sentences

Some questions may have more than one possible answer.

1. the following week
2. reschedule / postpone / push back
3. last-minute
4. sudden change
5. take care of
6. instead of

#### Match the Phrases

1. c. push back
2. a. sudden
3. b. say "sorry"
4. e. change the day/time
5. d. emergency

#### Conversation A Comprehension Questions

1. He is calling to cancel an appointment.
2. They haven't decided a new day to meet yet.
3. They will reschedule their meeting by e-mail.

#### Conversation B Comprehension Questions

1. Ms. Scott is Alex's boss or senior colleague.
2. He needs to visit their customer.
3. They will meet at 2pm.

## Unit 2

### Lesson 7

#### Self-Assessment

The following are example answers.

1. I'm afraid I'll be late for the meeting.
2. Can you still meet with me tomorrow?
3. Where can I park?
4. Where should I meet you?

#### Complete the Sentences

Some questions may have more than one possible answer.

1. caught in traffic
2. train
3. station exit
4. dress code
5. park
6. looking forward

#### Match the Questions and Answers

1. d. Yes, I'm just running a little late.
2. a. I'll be wearing a blue suit.
3. e. There is a parking garage next door.
4. c. Yes, my colleague Peter will be joining us.
5. b. Please bring a copy of the report.

#### Conversation A Comprehension Questions

1. Madison is checking if Arjun is still coming to the office.
2. Arjun missed his train.
3. Arjun is bringing some samples to the meeting.

#### Conversation B Comprehension Questions

1. He is calling to ask some questions about his meeting with Ms. Kim.
2. He should park in the parking lot next to the main building.
3. Ms. Kim will meet Omar in the lobby on the first floor.

### Lesson 8

#### Self-Assessment

The following are example answers.

1. I'm going on a business trip tomorrow.
2. I'm meeting with a customer next Tuesday.
3. I arrive at work at 8am and make a cup of coffee. Then I check my e-mail.
4. I work everyday from 9am to 5pm. On Mondays and Wednesdays I go to the gym after work.

#### Complete the Sentences

Some questions may have more than one possible answer.

1. personal assistant
2. trade show
3. routine
4. break
5. flexible
6. time slot
7. a reminder

#### Match the Questions and Answers

1. a. You're meeting with them tomorrow morning.
2. d. There is a general meeting in the morning.
3. b. There will be a two hour lunch break at noon.
4. e. The doors open at 9am.
5. c. There is nothing scheduled for this afternoon.

#### Conversation A Comprehension Questions

1. Marcus is Ms. Vance's personal assistant.
2. At 4pm, Ms. Vance is going to give a speech at the new employee welcoming ceremony.
3. They are going to have lunch.

#### Conversation B Comprehension Questions

1. She is going on a business trip to Chicago.
2. Someone from their Chicago branch will meet her at the arrivals gate of the airport.
3. She is going to have a meeting at the factory around 2pm.

## Unit 3

### Lesson 9

#### Self-Assessment

The following are example answers.

1. I'd like the fish, please.
2. I'd like some orange juice, please.
3. I have a bottle of wine.
4. I'm here on business.

#### Answer the Questions

Some questions may have more than one possible answer.

1. The MA987 Maple Airways flight to Vancouver departs at 16:00.
2. The Sunny Airlines flight to New York departs from Gate C12.
3. The Cloud Air flight to Tokyo is delayed.
4. The flight number of the 2:25pm flight to New York is SU176.
5. Maple Airways flight number MA987 is flying to Vancouver.

#### Conversation A Comprehension Questions

1. Because his headset doesn't work.
2. Because he is cold.
3. The passenger chooses the chicken meal for lunch, and has a soda with ice to drink.

#### Conversation B Comprehension Questions

1. She is traveling on business.
2. She declares a bottle of wine.
3. No, there aren't any problems.

### Lesson 10

#### Self-Assessment

The following are example answers.

1. Yes. It's under the name Taro Suzuki.
2. I'd like a non-smoking room, please.
3. What floor is the swimming pool on?
4. Could I make a restaurant reservation for two people at 6pm tonight, please?

#### Complete the Sentences

There are many possible answers to this section. Here are some example answers.

1. smoking
2. an ocean view
3. booked
4. a balcony
5. a gym
6. reservation

#### Conversation A Comprehension Questions

1. Yes, she does.
2. She is staying at the hotel for two nights.
3. The swimming pool is on the third floor.

#### Conversation B Comprehension Questions

1. He is calling from his room.
2. He is calling to complain about his TV.
3. The front desk will send someone to Mr. Crowe's room to help him with the TV.

## Unit 3

### Lesson 11

#### Self-Assessment

The following are example answers.

1. Our office is on Main Street across from the Science Museum.
2. My favorite restaurant is downtown near Parkview Station.
3. I live south of Tokyo.
4. I go to work by subway.

#### Complete the Sentences

Some questions may have more than one possible answer.

1. directions
2. Line
3. Station
4. lost
5. arrive
6. heading

#### Match the Questions and Answers

1. c. Sure. What are you looking for?
2. a. It's between the post office and a bookstore.
3. e. Meet me at the top of Exit 2.
4. b. It takes about 15 minutes by train and 20 minutes by bus.
5. d. The trains run until midnight.

#### Conversation A Comprehension Questions

1. They are at Southfield Station.
2. The traveler wants to go to Midtown Station.
3. The traveler only needs to transfer once.

#### Conversation B Comprehension Questions

1. The traveler wants to go to the bank.
2. The bank is on Greenwood Avenue.
3. The traveler needs to turn two times.

### Lesson 12

#### Self-Assessment

The following are example answers.

1. How was your trip?
2. Please have a seat.
3. Would you like a drink?
4. There is a restroom over here. Please follow me. I'll show you where it is.

#### Complete the Sentences

Some questions may have more than one possible answer.

1. show you around
2. opposite
3. vending machine
4. Welcome
5. down the hall
6. refreshments

#### Match the Words and Definitions

1. c. someone who is visiting or travelling to a location
2. d. some light food or drinks
3. a. someone who welcomes a guest to a location
4. b. steps from one floor to another floor
5. e. a machine that carries people up and down a building

#### Conversation A Comprehension Questions

1. He is visiting the office to see Tomohiro Matsuda.
2. Yes, he does. Mr. Macdonald has an appointment with Mr. Matsuda.
3. The receptionist will bring Mr. Macdonald some coffee.

#### Conversation B Comprehension Questions

1. Yes, they have.
2. There is a meeting room next to Mr. Yamazaki's office.
3. The storeroom is across from the meeting room.

## Unit 4

### Lesson 13

#### Self-Assessment

The following are example answers.

1. I really like my company. My colleagues are kind and my boss is helpful.
2. I like my phone. It is easy to use and the camera is good.<sup>1</sup>
3. I disagree. The summer here is too hot. The weather in the winter is more comfortable.
4. I agree. I prefer working from home because it saves me a lot of time.

#### Complete the Sentences

Some questions may have more than one possible answer.

1. longer
2. bigger
3. heavier
4. fastest
5. tallest
6. hottest

#### Match the Opposites

1. fast/faster/fastest -> f. slow/slower/slowest
2. heavy/heavier/heaviest -> a. light/lighter/lightest
3. long/longer/longest -> e. short/shorter/shortest
4. big/bigger/biggest -> b. small/smaller/smallest
5. expensive/more expensive/most expensive -> d. cheap/cheaper/cheapest
6. difficult/more difficult/most difficult -> c. easy/easier/easiest
7. dirty/dirtier/dirtiest -> i. clean/cleaner/cleanest
8. high/higher/highest -> g. low/lower/lowest
9. weak/weaker/weakest -> h. strong/stronger/strongest

#### Conversation A Comprehension Questions

1. The customer is looking for a new car.
2. The salesperson recommends the Jagtex.
3. The customer chooses the Swiftus.

#### Conversation B Comprehension Questions

1. They like how stylish the product is.
2. They think the product is too heavy.
3. No, he doesn't. He thinks making the product more customizable would be too difficult.

<sup>1</sup> In earlier versions of Practical Business English, this question appears as "What do you think about working from home?" An example answer to this question might be: "I don't like working from home because there are too many distractions."

## Unit 4

### Lesson 14

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#### Self-Assessment

The following are example answers.

1. You should buy an electric car.
2. My company should sell computers.
3. Me too. I want a two hour lunch break.
4. That's a good idea, but I think it is difficult.

#### Complete the Sentences

The following are example answers.

1. A laptop computer is necessary for my job.
2. Employees mustn't run in the office.
3. Employees must wear a helmet in the factory.
4. Employees can play smartphone games during their lunch break.
5. To get a promotion, I recommend getting an MBA.
6. To increase sales, my company should lower prices.

#### Match the Sentences

1. c. You must wear it.
2. d. You can wear it, but it's unnecessary.
3. e. You don't have to, but I recommend it.
4. b. It is necessary to save energy.
5. e. You can study it, but it's unnecessary.

#### Conversation A Comprehension Questions

1. They are discussing the new control panel.
2. Speaker B wants to make the screen bigger.
3. No. Speaker A thinks that making the screen bigger would be too expensive.

#### Conversation B Comprehension Questions

1. They are brainstorming ideas for reducing office expenses.
2. Speaker B suggests installing automatic lights, and Speaker C suggests switching to a paperless system.
3. Everyone agrees to install automatic lights and switch to a paperless system.



## Unit 4

### Lesson 15

#### Self-Assessment

The following are example answers.

1. Good morning, my name is Steve Johnson and I'm a project manager at Momentum Motors.
2. We're here to discuss last year's sales.
3. The purpose of today's meeting is to determine next year's sales plan.
4. Mr. Suzuki, could you present last year's sales results, please?

#### Complete the Sentences

Some questions may have more than one possible answer.

1. chairperson
2. call the roll
3. note taker
4. unfinished business
5. agenda
6. item

#### Opening or Closing?

1. opening/closing
2. opening
3. opening
4. opening/closing
5. closing
6. opening
7. closing
8. opening
9. opening

#### Conversation A Comprehension Questions

1. Teresa Rossi is chairing the meeting.
2. They are having a meeting to discuss next year's business plan.
3. Ms. Phansawat will speak next.

#### Conversation B Comprehension Questions

1. They agree to open a new factory in Thailand.
2. They still need to discuss the production schedule and the customer requirements.
3. They will meet again after lunch.

### Lesson 16

#### Self-Assessment

The following are example answers.

1. The next item on the agenda is the budget.
2. Could we stay focused on the current topic, please?
3. Excuse me, but may I ask a question?
4. I'm sorry, but could I finish, please?

#### Complete the Sentences

Some questions may have more than one possible answer.

1. move on
2. stay on track
3. get sidetracked
4. interrupt
5. just
6. topic at hand

#### Match the Phrases

1. e. The next item is the budget.
2. a. Can I just comment on that, please?
3. b. I apologize for the interruption.
4. d. Please don't get sidetracked.
5. c. I'm sorry, but I have more to say.

#### Conversation A Comprehension Questions

1. They are having a meeting to discuss their product launch.
2. The product launch will be held in Bangkok.
3. They will discuss the plan for the product launch.

#### Conversation B Comprehension Questions

1. They are discussing publicity.
2. Sophia interrupts to make a suggestion.
3. Ethan thinks that social media is the cheapest and most effective option.

## Unit 5

### Lesson 17

#### Self-Assessment

The following are example answers.

1. Greetings everyone, my name is Steve Johnson and I'm a project manager at Momentum Motors.
2. Today, I'd like to introduce our new car, the Jagtex.
3. My presentation has three parts.
4. Do you have any questions?

#### Complete the Sentences

Some questions may have more than one possible answer.

1. opening
2. overview
3. body
4. closing
5. topic
6. audience

#### Match the Phrases

1. f. What to eat
2. a. Where to stay
3. i. What to see
4. g. What to do
5. b. How to get there
6. e. When to go there
7. c. Why to go there
8. j. Where to eat
9. h. Where to relax
10. d. Where to shop

#### Conversation A Section Labels

1. Introduction
2. Overview
3. Section 1
4. Section 2
5. Section 3
6. Summary
7. Conclusion
8. Thank Audience
9. Invite Questions

#### Conversation B Comprehension Questions

1. The speaker is a product designer named Sonia Shaffer.
2. Her presentation is about her company's new product.
3. She will talk about the new product's features, how it compares to the competition, and their sales plan.

### Lesson 18

#### Self-Assessment

The following are example answers.

1. Please look at this chart.
2. This pie chart represents our market share.
3. The blue line represents our sales.
4. The horizontal line represents time.

#### Complete the Sentences

Some questions may have more than one possible answer.

1. line graph
2. pie chart
3. segment
4. dotted
5. horizontal axis
6. vertical axis

#### Match the Key Points

1. c. that company has the biggest market share
2. d. that is when we had the most sales
3. a. our sales are increasing
4. e. our sales decreased
5. b. those products are equally popular

#### Conversation A Section Labels

1. Draw the audience's attention
2. Introduce the chart
3. Explain the parts
4. Highlight key points
5. Explain the meaning

#### Conversation A Comprehension Questions

1. The speakers work for a food company.
2. The company's most popular product is pie.
3. The presenter suggests spending more money on advertising their other products.

#### Conversation B Section Labels

1. Draw the audience's attention
2. Introduce the chart
3. Explain the parts
4. Highlight key points
5. Explain the meaning

#### Conversation B Comprehension Questions

1. The vertical axis represents revenue in millions of dollars.
2. The horizontal axis represents time by month.
3. Because most of their frozen treat sales are in the summer.

## Unit 5

### Lesson 19

#### Self-Assessment

The following are example answers.

1. The project is on schedule.
2. We have finished testing the product.
3. We have started production.
4. We plan to release the product next month.

#### Complete the Sentences

Some questions may have more than one possible answer.

1. Gantt
2. delay
3. behind schedule
4. catch up
5. deadline
6. expect

#### Is it finished?

1. completed
2. in progress
3. scheduled
4. scheduled
5. completed
6. in progress

#### Conversation A Comprehension Questions

1. They are building a new office building.
2. Because there was a big typhoon that caused a lot of damage.
3. They are late with the walls, roof, wiring and plumbing.

#### Conversation B Comprehension Questions

1. No, it isn't. The project is on schedule.
2. They plan to finish setting up the production line by mid-July.
3. Their next step after setting up the production line is manufacturing the product.

### Lesson 20

#### Self-Assessment

The following are example answers.

1. Do you have a question, Mr. Henshaw?
2. That's a good question, Mr. Henshaw.
3. Could you explain that pie chart again, please?
4. What does the blue line on the line graph represent?

#### Match the Questions and Answers

1. d. We believe we can sell 1 million in the first year.
2. g. We plan to spend \$10 million.
3. l. Can I get back to you on that after the presentation?
4. e. It shows market share.
5. f. It shows the parts of the machine.
6. c. When will you release the product?
7. a. Please, go ahead.
8. j. Please turn to page 10 of the handout.
9. b. May I ask a question?
10. k. It shows our competitor's sales.
11. i. Sure. One moment, please.
12. Okay. I'll send them to you by e-mail.

#### Conversation A Comprehension Questions

1. I think it was a sales and marketing presentation.
2. They don't discuss the target customer.
3. The presenter doesn't have the distribution plan information right now.

#### Conversation B Comprehension Questions

1. The bar graph shows the number of units sold last year for their top three most popular products.
2. The line graph shows sales revenue.
3. The pie chart shows market share.

## Unit 6

### Lesson 21

#### Self-Assessment

The following are example answers.

1. I could work on Saturday if I could take Friday off.
2. I'll set up the meeting room if you give the presentation.
3. Yes, I can agree to that. / I'm sorry, but I can't agree to that.
4. Okay. I can agree with that. / I'm sorry, but I can't work more overtime.

#### Complete the Sentences

Some questions may have more than one possible answer.

1. propose
2. terms
3. priority
4. offer
5. accept
6. compromise

#### Match the Function

1. c. accept a proposal
2. a. make a proposal
3. b. agree with conditions
4. e. reject a proposal
5. d. make a counterproposal

#### Conversation A Comprehension Questions

1. The speakers live together.
2. They are discussing how to divide up their chores.
3. James agrees to wash the dishes and clean the bathroom. Dan agrees to cook, vacuum, and do the laundry.

#### Conversation B Comprehension Questions

1. Mr. Coleman is Ms. Mitchel's employer.
2. They are negotiating Ms. Mitchel's employment contract.
3. They agree to a 10% salary increase, 5 more vacation days, and reducing her overtime work from 20 hours a month to 10 hours a month.

### Lesson 22

#### Self-Assessment

The following are example answers.

1. Does everyone know each other?
2. The purpose of this negotiation is to decide the terms of the new contract.
3. I hope we can reach an agreement that everyone is happy with.
4. I'm very happy with the agreement we've reached.

#### Complete the Sentences

Some questions may have more than one possible answer.

1. mutually beneficial
2. finalize
3. partnership
4. both parties
5. commitment/duration
6. long-term/mutually beneficial

#### Opening or Closing?

- |                    |             |
|--------------------|-------------|
| 1. opening         | 6. opening  |
| 2. closing         | 7. closing  |
| 3. closing         | 8. closing  |
| 4. opening/closing | 9. opening  |
| 5. closing         | 10. opening |

#### Conversation A Comprehension Questions

1. Foster Carlile is hosting the negotiation.
2. This is Mr. White's first time meeting Ms. Brooks.
3. The purpose of the negotiation is to discuss a parts order.

#### Conversation B Comprehension Questions

1. Mr. White agreed to order 1000 units at \$20 per unit, delivered within 3 months of payment.
2. They will finalize the contract later that week.
3. He will ask his company's legal department to contact Mr. White.

## Unit 6

### Lesson 23

#### Self-Assessment

The following are example answers.

1. We can offer a 20% discount on orders over 1000 units.
2. We require a two year commitment.
3. We need some time to consider the offer.
4. We are not willing to compromise on quality.

#### Complete the Sentences

Some questions may have more than one possible answer.

1. requirements
2. maximum
3. well-known
4. advantage
5. adjourn
6. halfway

#### Match the Responses

1. d. We want a 10% pay raise.
2. a. We are the biggest paper company in Europe.
3. b. Would you accept 20%?
4. c. We'll need more time to consider your offer.
5. e. What about on delivery date?

#### Conversation A Comprehension Questions

1. Mr. Beck is the customer and Ms. Collins represents a supplier.
2. The pellets are very high quality.
3. No. Mr. Beck needs more time to consider the offer.

#### Conversation B Comprehension Questions

1. The union wants 10 days of paid sick leave, the option to work remotely for all workers, 6 weeks of paid vacation, and a 10% salary increase.
2. The company offers 10 days of paid sick leave, the option to work remotely for all workers, 4 weeks of paid vacation, and a 2% salary increase.
3. They are going to take a one hour break.

### Lesson 24

#### Self-Assessment

The following are example answers.

1. Did you review the proposal we sent you?<sup>2</sup>
2. We can offer up to a 20% discount on large orders.
3. We can deliver within 3 months.
4. We can offer a shipping refund on late deliveries.

#### Complete the Sentences

Some questions may have more than one possible answer.

1. comment on
2. flexible
3. assurances
4. position
5. handle
6. concerns

#### Match the Questions and Answers

1. e. Yes, that's fine.
2. c. Yes, we did, and we have some concerns about timing.
3. d. That's right. Would it be possible to get a discount?
4. b. I'm afraid we can't move the deadline.
5. a. We'd like to pay 50% up-front and 50% on fulfillment.

#### Conversation A Comprehension Questions

1. They are discussing a partnership deal.
2. Speaker B suggests adding the production schedule.
3. Momentum Motors would build the vehicles and Solaris Power would produce the solar panels.

#### Conversation B Comprehension Questions

1. Yes, Speaker A thinks that the price is too high.
2. Solaris Power can start production right away.
3. Momentum Motors will do regular inspections of Solaris Power's factory.

<sup>2</sup> In earlier versions of Practical Business English, this question appears as "Did you review the proposal we sent you?" An example answer to this question might be: "Yes, we did, but we have some questions."