



## ENGLISH FOR BUSSINESS



Fitriani. Pratiwi, MPd

NAME : .....  
SMT : .....

DATE : .....  
DURATION :

### I. Choose the correct answer!

- What is the primary goal of translation?
  - To rewrite a text using synonyms
  - To transfer content from one language to another while maintaining meaning
  - To make texts longer in the target language
  - To change the style completely
- According to Munday (2016), translation is not only linguistic but also involves...
  - Artistic design
  - Technical writing
  - Cultural adaptation
  - Legal interpretation
- What best describes a literal translation?
  - It completely changes the structure of the source text
  - It adapts idioms and expressions freely
  - It translates word-for-word
  - It uses the target language idiomatically
- Which word means "Bunga" in a financial context?
  - Flower
  - Interest
  - Margin
  - Stake
- What is the risk of using idiomatic translation in a legal document?
  - It sounds too formal
  - It may be too technical
  - It may distort the original meaning
  - It loses fluency
- Which method is ideal for translating instruction manuals and guides?
  - Literal Translation
  - Communicative Translation
  - Adaptation
  - Free Translation
- What does the word "Stakeholder" mean in a management context?
  - Someone who owns shares in a steakhouse
  - A manager of a finance department
  - A person or group with an interest in an organization's success
  - A person who handles product packaging
- In management terms, what does "Strategy" usually refer to?
  - A casual idea for solving a problem
  - A detailed plan to achieve long-term goals
  - A slogan for marketing
  - A translation style

24. What is the main purpose of an application letter?

- A. To describe personal hobbies                      B. To request a job interview  
C. To explain product benefits                         D. To summarize a meeting

25. Which of the following is usually **not** included in a CV?

- A. Work experience      B. Education history      C. Favorite food      D. Skills and abilities

26. A resume should be...

- A. Long and full of stories                      B. Short, clear, and relevant
- C. Colorful and decorative                      D. Only contain hobbies

27. In a job application letter, you should include...

- A. Your school schedule  
B. The reasons why you left your last job  
C. Your motivation to apply  
D. Your favorite songs

28. What does “reference” mean in a CV?

- A. Your school teacher  
B. A person who can recommend you  
C. A job position  
D. A previous salary

29. Which is the best closing statement in an application letter?

- A. I hate interviews
- B. I hope you ignore this letter
- C. I look forward to the opportunity to discuss my qualifications
- D. Please don't call me

30. Which sentence is most appropriate in a CV?

- A. I want to sleep during work
- B. I have good communication and leadership skills
- C. I love traveling and watching drama
- D. I am lazy but creative

31. What should come first in a CV?

- A. Work experience      B. References      C. Personal information      D. Hobbies

**Read the application letter below and answer the questions that follow.**

**Dewi Lestari**  
Jl. Merdeka No. 45  
Bandung, Indonesia  
Email: [dewi.lestari@email.com](mailto:dewi.lestari@email.com)  
Tel: 0812-3456-7890

April 10, 2025

**HR Manager**  
PT. Maju Jaya Finance  
Jl. Sudirman No. 100  
Jakarta, Indonesia

Dear Sir/Madam,

I am writing to express my interest in the **Finance Assistant** position at PT. Maju Jaya Finance as advertised on your company website. I have recently graduated with a Bachelor's degree in Accounting from University of Padiadjaran.

During my studies, I completed an internship at PT. Mandiri Bank where I assisted in preparing monthly financial reports and learned how to manage financial records effectively. I am proficient in Microsoft Excel and accounting software such as MYOB and Accurate.

I am a fast learner, detail-oriented, and eager to contribute to your team. I have attached my resume for your review. I would welcome the opportunity to discuss my qualifications in more detail.

Thank you for considering my application.

Sincerely,  
Dewi Lestari

17. What position is Dewi applying for?  
 A. Accountant                      B. Finance Manager                      C. Finance Assistant                      D. Bank Teller
18. Where did Dewi complete her internship?  
 A. PT. Maju Jaya Finance                      B. Universitas Padjadjaran  
 C. Student Accounting Club                      D. PT. Mandiri Bank
19. Which software is Dewi skilled in?  
 A. SPSS and QuickBooks                      B. Microsoft Word and CorelDRAW  
 C. MYOB and Accurate                      D. Google Docs and Photoshop
20. Which of the following best describes Dewi's personality?  
 A. Talkative and humorous                      B. Fast learner and detail-oriented  
 C. Lazy but smart                      D. Independent and silent
21. What does Dewi attach with her application letter?  
 A. Salary proposal                      B. Her diploma                      C. Her resume                      D. A photo
22. How can the company contact Dewi?  
 A. Only through email                      B. Only by post                      C. By phone or email                      D. By fax

### Grammar Focus

23. They \_\_\_\_\_ a new marketing strategy **last week**.
24. My manager always \_\_\_\_\_ emails before lunch.
25. We \_\_\_\_\_ the annual report **yesterday**.
26. She \_\_\_\_\_ to the client **last Friday**.
27. The company usually \_\_\_\_\_ bonuses every year.
28. The CEO \_\_\_\_\_ a speech at the meeting yesterday.

### Business Language Focus

management

cash

budget

balance

profit

transfer

stock market

29. You can check how much money you have in your account by looking at your \_\_\_\_\_.
30. The \_\_\_\_\_ is a place where stocks and other securities are traded.
31. Investors hope to sell their stocks at a higher price to make a \_\_\_\_\_.
32. If you don't have cards, you can use \_\_\_\_\_ to pay for things.
33. To move money from one account to another, you \_\_\_\_\_ it.
34. Good \_\_\_\_\_ helps a business run efficiently and reach its goals.
35. Before starting a new project, a company usually creates a financial plan called a \_\_\_\_\_.