

Intelligent Business Unit Test

Answer all thirty questions. There is one mark per question.

LANGUAGE

1 Complete the sentences with *is, am or are*.

- 1 What _____ your name?
- 2 Where _____ you from?
- 3 I _____ from Brazil.
- 4 Where _____ your friend from?
- 5 _____ you students?

/ 5

2 Complete the sentences with *a, an or —* if nothing is needed.

- 1 I am _____ accountant.
- 2 John and Erika are _____ architects.
- 3 This is _____ big company.
- 4 He is _____ good salesperson.
- 5 We are _____ managers.

/ 5

VOCABULARY

3 Complete each sentence with one word. The first letter of each word is given.

- 1 My first name is Maria and my s _____ is Rickett.
- 2 Can you s _____ your name please?
- 3 Here is my business c _____.
- 4 What is your job t _____?
- 5 Mr Yang is h _____ of the company.
- 6 The two managers are from Brazil. They are B _____.
- 7 Her company is in China. It's C _____.
- 8 Many employees are from Poland. They are P _____.
- 9 We are British. We live in B _____.
- 10 My family are from France. I'm F _____.

/ 5

4 The letters spell the name of a job. Write the name correctly.

1 R E D E S I N G _____

2 C H A I N C E M _____

3 R T I P I N O E S T C E _____

4 A T H E R E C _____

5 R E W A L Y _____

/ 5

CAREER SKILLS

5 Complete the conversation.

Receptionist: Good morning. Can I help you?

Mr Suarez: Good morning, my (1) _____ is Felipe Suarez. I'm (2) _____ to see Mr Merkel. He's the Finance Manager.

Receptionist: What company (3) _____ you with?

Mr Suarez: SD Electronics.

Receptionist: Right, Mr Suarez. One moment. I'll call him. I see. OK. Sorry, he's in a meeting at the moment. (4) _____ you wait about ten minutes?

Mr Suarez: Yes, of course.

Receptionist: Please have a (5) _____.

Mr Suarez: Thank you.

/ 10

Business Skills Test

MAKE THE FIRST CONTACT

1 Complete the conversation with the words.

What / meet / This / he / introduce / Where / with / Who

Hello. Can I (1) _____ myself? I'm Jose.

Hi. I'm Gregor. Nice to (2) _____ you.

And you. (3) _____ are you from?

I'm from Russia. And you?

I'm from Spain. (4) _____ is Paolo Conte.

Is (5) _____ also Spanish?

No, he's Italian.

(6) _____ company are you (7) _____?

We're with XC Electronics.

(8) _____ do you work for?

Hewlett Packard.

/ 20

TALK ABOUT JOBS

2 Match the first part of the sentences (1–6) with the second part (a–f).

1	I'm in charge	_____
2	Mrs Jones is responsible	_____
3	She deals	_____
4	A finance manager controls	_____
5	A personnel officer hires	_____
6	Our IT engineer maintains	_____

- a) all the new employees.
- b) for export sales.
- c) of all the marketing.
- d) the computers in the office.
- e) with problems from customers.
- f) the budget.

/ 10

Intelligent Business Unit Test 2

Answer all thirty questions. There is one mark per question.

LANGUAGE

1 Complete the sentences with the correct form of the verbs.

have (x3) / write / sell / develop / finish / organise / get / go

- 1 We _____ dinner at 7pm.
- 2 I _____ work at 6pm.
- 3 My colleague _____ all the reports.
- 4 Mr Jones _____ lunch in the staff restaurant.
- 5 The company _____ many different products.
- 6 Miko _____ all the conferences.
- 7 The employees _____ lunch at 1pm every day.
- 8 The boss _____ home after the staff.
- 9 Franco _____ the train home.
- 10 The R and D department _____ new products.

/ 20

2 Each sentence has one mistake. Rewrite it correctly.

- 1 He gets up at usually 6.15.

- 2 She take messages for her boss.

- 3 I work in an large office in London.

- 4 They often are late for work.

- 5 We visit our customers at the morning.

/ 5

VOCABULARY

3 Choose the correct answer a, b or c.

- 1 The head of a company is usually called the _____.
a) CEO b) colleague c) manager
- 2 All the people who work in a company are the _____.
a) bosses b) directors c) staff
- 3 The marketing department _____ the products and services.
a) makes b) promotes c) buys
- 4 The _____ people meet the customers.
a) selling b) sales c) sells
- 5 Frank Zieder is in _____ of Production.
a) head b) charge c) responsible

/ 5

4 Write the opposite of these words. The first letter of each answer is given

- 1 easy d _____
- 2 same d _____
- 3 formal i _____
- 4 usual u _____
- 5 good b __

/ 5

CAREER SKILLS

5 Underline the correct word. Can I (1) *introduce/meet* you to Mr Maybury. We are pleased to (2) *welcome/see* him to the company (3) *as/like* the new team manager. He is a good (4) *choice/opinion* for the job because he (5) *has/gets* good experience with international teams.

/ 5

TOTAL /100