Name Program cohort

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

LIVEWORKSHEETS

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

LIVEWORKSHEETS

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

LIVEWORKSHEETS

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

LIVEWORKSHEETS

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

LIVEWORKSHEETS