

## Intelligent Business Unit Test

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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?

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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.

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### 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 \_\_\_\_\_.

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

- 1 REDESING \_\_\_\_\_
- 2 CHAINCEM \_\_\_\_\_
- 3 RTIPINOESTCE \_\_\_\_\_
- 4 ATHEREC \_\_\_\_\_
- 5 REWALY \_\_\_\_\_

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## 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.

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## Business Skills Test

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### 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.

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### 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.

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## 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
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- 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.

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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

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### 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.

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TOTAL /100