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?

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.

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 _ _ _ _ _.

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 _____

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.

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.

LIVEWORKSHEETS