

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 _____.

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

1 REDESING _____

2 CHAINCEM _____

3 RTIPINOESTCE _____

4 ATHEREC _____

5 REWALY _____

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.

Business Skills Test

MAKE THE FIRST CONTACT

1 Complete the conversation with the words.

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