

Business English Final Exam - International Express Pre-Intermediate

Section A: Grammar

Activity 1: Verb Tenses Review (Present Simple, Present Continuous, Past Simple, Present Perfect, Past Continuous) (8 points)

Complete the sentences with the correct tense of the verb in brackets.

1. She often _____ (travel) for work, but this month she _____ (manage) a project from the office.
2. They _____ (not finish) the report for the meeting yet.
3. What _____ you _____ (do) when I _____ (call) you yesterday evening?
4. Our company _____ (produce) electronics for over 20 years.
5. He _____ (sign) the contract after he _____ (read) all the clauses carefully.

Activity 2: Modals of Obligation, Prohibition, Permission, and Advice (6 points)

Choose the correct modal verb to complete each sentence.

1. You _____ wear a helmet on the factory floor. It's a safety regulation. (don't have to / mustn't / should)
2. Employees _____ take a 30-minute break during their shift. (can / have to / couldn't)
3. You _____ accept that offer if you don't think it's fair. (shouldn't / must / can)
4. _____ I use your computer for a few minutes? (Must / Should / Could)
5. You _____ leave your personal belongings in the meeting room. (don't have to / mustn't / should)
6. We _____ finish this task by the deadline, otherwise, the project will be delayed. (can / must / should)

Activity 3: Comparative and Superlative Adjectives and Adverbs (4 points)

Complete the sentences using the comparative or superlative form of the adjective or adverb in brackets.

1. This new machine works _____ (efficiently) than the old one.
2. Customer satisfaction is the _____ (important) thing for our business.
3. Travelling by train is often _____ (relaxing) than travelling by car.
4. She is the _____ (experienced) person in our department.

Activity 4: Passive Voice (Present Simple and Past Simple) (5 points)

Rewrite the following sentences in the passive voice.

1. They manufacture these products in China.

These products _____.

2. The company launched the new website last week.

The new website _____.

3. They deliver the packages every afternoon.

The packages _____.

4. Someone stole my laptop from the office yesterday.

My laptop _____.

5. We usually hold the meetings in Conference Room B.

The meetings _____.

Activity 5: Verb Patterns (Verb + to + infinitive or Verb + -ing) (7 points) Complete the sentences using the correct form of the verb in brackets (-ing or to + infinitive).

1. He enjoys _____ (work) as part of a team.

2. We need _____ (recruit) new staff next quarter.

3. She decided _____ (leave) her old job and start her own business.

4. They are considering _____ (expand) into the South American market.

5. I want _____ (improve) my English skills for my career.

6. He avoided _____ (make) a decision until he had all the information.

7. We plan _____ (launch) the new product in the spring.

Section B: Vocabulary

Activity 6: Business Vocabulary Match (6 points)

Match the words with their definitions. Write the correct letter next to the word.

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|-------------------|---|
| 1. ____ Deadline | a. A person or company that provides goods or services. |
| 2. ____ Profit | b. To discuss something formally in order to reach an agreement. |
| 3. ____ Invoice | c. A person that you work with. |
| 4. ____ Negotiate | d. A document asking for payment for goods or services. |
| 5. ____ Supplier | e. The money you gain by selling things, after taking away costs. |
| 6. ____ Colleague | f. A date or time by which something must be finished. |

Activity 7: Business Collocations and Phrases (6 points)

Complete the sentences with the correct verb from the box.

| make | do | have | take | sign | attend |

1. We need to _____ a decision about the new marketing strategy.
2. She will _____ a presentation at the conference.
3. Could you _____ me a favour and check this email?
4. They decided to _____ the contract after discussing the terms.
5. I always try to _____ notes during important meetings.
6. He couldn't _____ the training session because he was ill.

Activity 8: Travel and Transport Vocabulary (6 points)

Choose the correct word from the box to complete the sentences.

| flight | check-in | delay | platform | gate | luggage |

1. Please have your passport ready for _____ at the airport.
2. Our train will depart from _____ 3.
3. There was a one-hour _____ before the plane finally took off.
4. You can collect your _____ from the carousel in the arrivals hall.

5. Which _____ do we need for our flight to Rome?
6. We had a smooth _____ from London to New York.

Activity 9: Describing Companies and Products (6 points)

Choose the correct adjective from the box to describe the following.

| global | reliable | innovative | competitive | efficient | high-quality |

1. A company that operates in many countries is a _____ company.
2. A product that is well-made and lasts a long time is _____.
3. A process that saves time and resources is _____.
4. A company that is always developing new ideas is _____.
5. In a _____ market, there are many businesses fighting for customers.
6. Customers trust this brand because its products are always _____.

Activity 10: Word Formation (Prefixes and Suffixes) (6 points)

Complete the sentences with the correct form of the word in brackets, using the prefixes *re-* or *dis-* or the suffixes *-er* or *-or*.

1. He is the _____ (invent) of this new technology.
 2. I _____ (agree) with your opinion on this matter.
 3. Could you please _____ (connect) the printer?
 4. She works as a graphic _____ (design).
 5. They had to _____ (build) the website from scratch.
 6. He felt a sense of _____ (appoint) when he didn't get the promotion.
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