

Section 1: Unit 7 - Cultures (Grammar & Vocabulary)

1. "To get on like a house on fire" means:

- a) To argue constantly
- b) To have a very good relationship with someone quickly
- c) To set a house on fire

2. "To put one's foot in it" means:

- a) To say or do something embarrassing or tactless
- b) To run very fast
- c) To make a great business deal

3. "To break the ice" means:

- a) To freeze a meeting
- b) To start a conversation to feel more comfortable
- c) To end a partnership

4. **Complete:** I _____ at the party when I asked for a glass of wine. It was soft drinks only!

- a) broke the ice
- b) put my foot in it
- c) got on like a house on fire

5. **Complete:** In some countries, talking about the weather for a minute or two is a way to _____.

- a) break the ice
- b) put your foot in it
- c) get on like a house on fire

6. **Complete:** My new manager has a great sense of humour, and we really _____.

- a) break the ice
- b) put our foot in it
- c) get on like a house on fire

7. Modal Verbs: If you want my advice, you _____ have a big meal before a meeting. It will make you feel sleepy.

- a) shouldn't
- b) must
- c) don't have to

8. Modal Verbs: You _____ use your mobile phone in the plane. The flight attendants are very strict about this.

- a) don't have to
- b) mustn't
- c) should

9. Modal Verbs: You _____ respect the speed limit at all times, otherwise your licence will be taken away.

- a) don't have to
- b) should
- c) must

10. Modal Verbs: We _____ work next Monday because it's a public holiday.

- a) don't have to
- b) mustn't
- c) shouldn't

11. Modal Verbs: If you plan to do business in a foreign country, you _____ learn some of the language. That's always greatly appreciated.

- a) should
- b) don't have to
- c) mustn't

12. Modal Verbs: If you _____ refuse an invitation to dinner, make sure you have a valid excuse.

- a) don't have to
- b) must
- c) have to

Section 2: Unit 8 - Human Resources

13. Match the verb-noun pair: To apply...

- a) ...a psychometric test

- b) ...for a job
- c) ...an application form

14. Match the verb-noun pair: To fill in...

- a) ...an application form
- b) ...an interview
- c) ...a vacancy

15. Match the verb-noun pair: To attend...

- a) ...a probationary period
- b) ...an interview
- c) ...a candidate

16. Match the verb-noun pair: To work...

- a) ...a vacancy
- b) ...for a job
- c) ...a probationary period

17. Match the verb-noun pair: To shortlist...

- a) ...a candidate
- b) ...an application form
- c) ...a psychometric test

18. Match the verb-noun pair: To advertise...

- a) ...an interview
- b) ...a vacancy
- c) ...for a job

19. Match the verb-noun pair: To take...

- a) ...a psychometric test
- b) ...a probationary period
- c) ...a candidate

20. Complete: A potential employer will often ask job seekers to **take a psychometric test** in order to...

- a) ...form a better idea of their personality.
- b) ...assess their Suitability during 6 months.
- c) ...see if they advertise a vacancy.

21. Complete: If the selection panel members consider that your application has sufficient merit, you will be contacted and invited to...

- a) ...fill in an application form.
- b) ...attend an interview.
- c) ...work a probationary period.

22. Complete: Many companies would never **shortlist a candidate** whose contact e-mail address is anything like 'cool_dude1987@bluedreams.net'.

- a) True
- b) False

23. Complete: The successful applicants will be required to **work a probationary period** of six months...

- a) ...before applying for a job.
- b) ...during which time their suitability for the post will be assessed.
- c) ...to fill in an application form.

24. Complete: Before you **apply for a job**, it is useful to know what kind of company or institution is offering the position.

- a) True
- b) False

Section 3: Unit 9 - International Markets

25. Match: To comply with...

- a) ...the regulations / a rule / an order
- b) ...a price
- c) ...a market

26. Match: To carry out...

- a) ...a market survey / an enquiry / tests
- b) ...the delivery date
- c) ...an order

27. Match: To break into...

- a) ...a price
- b) ...a market
- c) ...a deadline

28. Match: To place...

- a) ...an order
- b) ...tests
- c) ...a rule

29. Match: To quote...

- a) ...the regulations
- b) ...a price
- c) ...a market survey

30. Match: To meet...

- a) ...the delivery date / a deadline
- b) ...an enquiry
- c) ...a market

Section 4: Conditionals

31. Complete: If they didn't offer such good terms,...

- a) ...we wouldn't do business with them.
- b) ...we'll have to cancel it.
- c) ...they say they'll place an order today.

32. Complete: ...if you ordered a larger quantity,

- a) ...we can start production as scheduled.
- b) ...we could negotiate a better price.
- c) ...the consignment will reach us in time.

33. Complete: ...if we offer them a 10% discount,

- a) ...they say they'll place an order today.
- b) ...we wouldn't do business with them.
- c) ...we could negotiate a better price.

34. Complete: If you don't confirm your order soon,...

- a) ...we'll have to cancel it.
- b) ...the consignment will reach us in time.
- c) ...we can start production as scheduled.

35. Complete: As long as we get the parts in May,...

- a) ...we can start production as scheduled.
- b) ...we wouldn't do business with them.
- c) ...we'll have to cancel it.

36. Complete: Provided that it is sent by air,...

- a) ...the consignment will reach us in time.
- b) ...we could negotiate a better price.
- c) ...they say they'll place an order today.

37. Conditional Sentences: We _____ have to look for another supplier if you can't deliver this month.

- a) 'll
- b) 'd
- c) wouldn't

38. Conditional Sentences: You _____ get such a good commission if you didn't win so many deals.

- a) won't
- b) wouldn't
- c) 'll

39. Conditional Sentences: We _____ cut the price by 10% if you gave us a firm order in advance.

- a) 'd
- b) 'll
- c) won't

40. Conditional Sentences: If we don't retrain our staff, they _____ be able to use the new software.

- a) wouldn't
- b) won't
- c) 'd

41. Conditional Sentences: Unless we hear from you within five days, we _____ assume that the deal is off.

- a) 'll
- b) 'd
- c) wouldn't

42. Conditional Sentences: If you met your sales targets, we _____ consider offering you a three-year contract.

- a) 'd
- b) 'll
- c) won't