Business English II Diagnostic Test

Name and group: _____ Date: _____

Vocabulary

Write the letter of the correct match for each next to each description

1. _____ supervisor
2. _____ downsizing
3. _____ staff
4. _____ CEO
5. _____ advertising
6. _____ purchase
7. _____ schedule
8. _____ hiring
9. _____ quality
10. _____ logo

positions

a. a group of people that work together
b. the degree of excellence of something
c. creating publicity for a product
d. a calendar with assigned events
e. chief executive officer
f. when more employees are needed
g. to buy something
h. a person in charge of a group of people
i. a company's symbol
j. when a company has to eliminate staff

11. Circle **three** duties that are not part of an accountant's job

An accountant

-unloads deliveries

-does the bookkeeping

- gives information about the company's products

- is in charge of the payroll

-is responsible for recruiting employees

Use **PRESENT SIMPLE** to complete the sentences

12. Alex _____ (design) web pages.
13. The personal assistant _____ (take) notes in the meeting.

Put the verbs in **PAST SIMPLE** tense to complete the sentences

14. The company _____ (purchase) 100 computers for the staff members.
15. When _____ Toyota _____ (start) up?

**PAST CONTINUOUS** Choose the correct sentence.

16. I was writing an email to our suppliers when the computer crashed.
    Levi Strauss was born in Bavaria in 1829.

LIVEWORKSHEETS