Book: Business Result Starter

Units: 4 and 5.

Business English -Test 1

Student´s Name:

A) Reading: Read about a company "Synox" and then choose the correct option (6x3 = 18)

Synox Solutions is an IT company. There are two offices in Europe and one office in the Middle East. The head office is in Bristol England. They have projects with clients in Europe and the Middle East. They manage computer systems and write new software. There are twenty-five people in the head office.



There are departments for Human Resources and Sales. They also have teams of IT technicians for projects. Kate works in the IT department and she manages computer systems. Her job is interesting and she works with eleven IT technicians in one big office. They fix computers and make new programs for the company systems.

1. Synox Solutions is an **Electronics** company. TRUE FALSE
2. The company has **three** offices. TRUE FALSE
3. The head office is in **The Middle East**. TRUE FALSE
4. The company has **35** people in the head office. TRUE FALSE
5. There are **two** departments in Synox. TRUE FALSE
6. Kate **sells** new programs for the company systems. TRUE FALSE

LIVEWORKSHEETS

B) **Listening:** Janusz works in Kate's team. Listen to his phone conversation with a client and drag the phrases to the correct place. (Business starter - Track 35)(5x3=15)

repeat	Is there	give	your message	I' m calling

Martha: Sales. Hello?

Janusz: Hi. Is Liko there?

Martha: No, I'm sorry, he's out. Can I take

_____.

Janusz: Yes, it's Janusz in IT.

Martha: Oh, hi. This is Martha. I'm the new sales assistant.

Janusz: Hi, Martha. _____about the new

sales website.

Martha: Sorry, one moment. OK. Go ahead. What's the message for Liko?

Janusz: It's about the sales website. Do you want dot com or dot co dot uk in the address?

Martha: Sorry, I don't understand. Can

you_____ that?

Janusz: The new website is www.synox-sales, but do you want synox-sales dot com or synox-sales dot co dot uk?

Martha OK. _____ anything else?

Janusz Yes. Please call back as soon as possible. My mobile number is 07700 897 833,

Martha: So that's 07700 897 833.

Janusz: That's right

Martha OK. I'll_____ Liko your message.

Janusz Thanks, Martha.

C) These people describe different job functions. Choose the correct picture according to their job positions. (4x4=16)



I meet and hire new employees.





I manage the computer system.





I sell the products and meet potential clients.



LIVEWORKSHEETS



I manage the financial affairs of the company and I deal with money.



D) Help Kate match the pictures to the correct type of company. (6x2=12)


1


2


3


4


5


6

LOGISTICS

ELECTRONICS

AUTOMOBILE

AERONAUTICAL

RETAIL

ENERGY

E) Kate is talking about different kinds of companies. Complete the sentences with the correct form of the verb in brackets. (5x3=15)

1. Auchan_____(sell) food and clothes.
2. Japanese companies_____(export) products all over the world.
3. Alex Mitchel_____ (not work) in the head office.
4. Brad and Mark_____ (design) new products.
5. LG_____ (not make) food products.

LIVEWORKSHEETS

F) Look at Kate's questions and choose do / does. (5x2=10)

1. Do / Does you have the item number?

2. What products do / does the company export

3. Where do / does she buy the clothes?

4. Do / Does Simon and Sue work in this department?

5. Do / Does the price include delivery?

E) **Writing:** Complete the table with information about you and write 2 (two) short descriptions, one about Deshi and one about you. (14 points)

NAME	DESHI	YOU:.....
HOMETOWN	China	
CURRENT LOCATION	Seattle, USA	
JOB	Sales manager	
ACTIVITIES YOU DO	Meet customers	
NUMBER OF PEOPLE IN TEAM OR DEPARTMENT	Six	

DESHI

_____

_____

_____

_____

_____

YOU

_____

_____

_____

_____

_____

LIVEWORKSHEETS