



## Test your Business English

### Part 1: Vocabulary

Complete each of the following sentences by inserting a suitable word. The first letter of the word is given.

- 1 A person without a job is said to be u.....
- 2 Going a..... is another expression for going to a foreign country.
- 3 To be p..... means the same as to move up to a higher and usually better-paid job.
- 4 I tried to get him on the phone, but the line was e.....
- 5 What does he do for a l.....? He's a lawyer.
- 6 The monthly sum of money one receives in return for working is called one's s.....
- 7 They sold the product so cheaply that instead of making a profit they made a l.....
- 8 He works in the p..... department of the company.
- 9 My telephone number is 567925 and the e..... is 256.
- 10 Money which one puts in the bank to spend later is called one's s.....

### Part 2: Grammar

**A** Complete the sentences with a suitable preposition.

- 1 It's free.....charge.
- 2 We are dependent ..... him.
- 3 She is interested.....our plans.
- 4 It's subject .....confirmation.
- 5 He's responsible ..... accounting.
- 6 It's included ..... the price.

**B** Put the verbs in brackets into the correct tense.

- 1 He really needs a holiday. He ..... (work) much too hard recently.
- 2 I ..... (write) a letter when the lights went out. I ..... (finish) it the following day.
- 3 They ..... (build) that bridge for several months now, but they ..... (finish) it yet.
- 4 If he .....(mentions) it tomorrow, and I expect he will, you ..... (have to) do your best to change the subject.
- 5 If he ..... (have) time, he would certainly have told you.



- C** Make questions which ask about the information underlined in these sentences. Begin your answer with the word given.

Example: His office is on the fifth floor.  
Where ... is his office?

- 1 They live in Brighton.  
Where...
- 2 They finish work at 4.30.  
When...
- 3 The manager's name is John Baker.  
What...
- 4 He studied politics.  
What...
- 5 I meet him every week at the gym.  
How often.....
- 6 Mr Brown, our sales director, has to sign the contract.  
Who.....

- D** Underline the correct word in brackets in each of the following sentences.

Example: (Raise/Rise) your hand if you agree.

- 1 What was the (cause/reason) of the accident?
- 2 Our company is (nearby/near) the railway station.
- 3 Make sure that you arrive (by/until) 7 o'clock.
- 4 They haven't seen her (for/since) 2 days.
- 5 He's been trying (hard/hardly) to find another job.
- 6 Enclosed we are sending you our (actual/current) price list.