



Name _____

Date _____

Business English - PLACEMENT TEST

Section A: Grammar and Lexis

Complete the sentences with answer a, b, c, or d. See example below.

Example:

A: Are you Mr Jensen?

B: Yes, I am.

 Please use the **answer sheet** at the back

(a) am

b 'm not

c do

d are



	A	B	C	D
1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

➡ Please use the answer sheet provided ➡

<p>1 A: Is this the right place for British Airways? B: Yes, it _____. a. isn't b. are c. is it d. is</p>	<p>2 Roger is _____ Switzerland. a. with b. from c. not d. a</p>
<p>3 A: Do you smoke? B: No, I _____. a. don't b. 'm not c. not d. doesn't</p>	<p>4 A: _____ does he work? B: In a hospital. a. Why b. When c. What d. Where</p>



<p>5 How _____ do they play golf?</p> <p>a. usually b. every c. often d. time</p>	<p>6 Are there _____ messages for me?</p> <p>a. got b. any c. a d. have</p>
<p>7 I'm afraid I can't _____ the meeting at three.</p> <p>a. to make b. made c. make d. making</p>	<p>8 He _____ in when I rang.</p> <p>a. wasn't b. isn't c. weren't d. didn't</p>
<p>9 Henry _____ school at fifteen.</p> <p>a. has left b. leave c. left d. leaved</p>	<p>10 A: When _____ he phone? B: At around three.</p> <p>a. was b. time c. did d. do</p>
<p>11 How _____ time off do you get a year?</p> <p>a. many b. much c. any d. some</p>	<p>12 It's hotter today _____ yesterday.</p> <p>a. as b. the c. more d. than</p>



<p>13 I go to work _____ foot.</p> <p>a. by b. to c. on d. from</p>	<p>14 I _____ on an important project at the moment.</p> <p>a. going to work b. worked c. work d. 'm working</p>
<p>15 I _____ the report yet. I need a couple more hours.</p> <p>a. didn't finish b. don't finish c. haven't finished d. 'm not finishing</p>	<p>16 I _____ a profit this year.</p> <p>a. set up b. made c. did d. ran</p>
<p>17 A: May I have extension 315? B: I'll just _____ you through.</p> <p>a. put b. connect c. call d. play</p>	<p>18 Could I _____ a message?</p> <p>a. speak b. leave c. tell d. say</p>
<p>19 A: What's he like? B: He _____</p> <p>a. works for the National Bank of Poland. b. 's the Public Relations Manager. c. 's a nice man. d. plays golf.</p>	<p>20 A: How do you do? B: _____</p> <p>a. Pleased to meet you. b. I'm pleased too. c. Nice to have met you. d. Good to see you too.</p>



<p>21 Who _____ the first e-mail?</p> <p>a. did send b. did happen c. sent d. was sent</p>	<p>22 I'll _____ with the e-mail straight away.</p> <p>a. send b. deal c. go d. write</p>
<p>23 It's the _____ meal I've ever eaten!</p> <p>a. expensive than b. more expensive c. expensivest d. most expensive</p>	<p>24 I'll have breakfast sent _____ to your room.</p> <p>a. up b. out of c. in d. at</p>
<p>25 Prices have remained _____ in the first quarter.</p> <p>a. increase b. stable c. same d. steadily</p>	<p>26 I'm writing to _____ the refund for damaged goods.</p> <p>a. claim b. tackle c. take d. book</p>
<p>27 35,000 people _____ in the last five years.</p> <p>a. were been laid off b. lay off c. are laid off d. have been laid off</p>	<p>28 It cost one hundred euros! What a complete _____ of money.</p> <p>a. invest b. spent c. waste d. lot</p>



<p>29 He _____ me that he was happy in his new department.</p> <p>a. said b. told c. speak d. asked</p>	<p>30 We _____ less time travelling, if we worked from home.</p> <p>a. spend b. 'd spend c. would spent d. are spending</p>
<p>31 Does the conference centre have internet _____?</p> <p>a. access b. location c. centre d. transfer</p>	<p>32 Sorry, I didn't _____ that. Could you say it again?</p> <p>a. not with b. explain c. catch d. miss</p>
<p>33 Would you mind _____, please?</p> <p>a. not to smoke b. not smoking c. didn't smoking d. if not smoking</p>	<p>34 You _____ be tired after your long journey.</p> <p>a. can b. let c. must d. ought</p>
<p>35 I agree with you up to a _____.</p> <p>a. question b. position c. point d. view</p>	<p>36 _____ I thought everyone knew.</p> <p>a. Won't you hear? b. Haven't you heard? c. Didn't you hear? d. Aren't you hearing?</p>



<p>37 Let's move _____ to the next point of my presentation.</p> <p>a. about b. up c. for d. on</p>	<p>38 I'm sorry, but can I just _____ in here?</p> <p>a. come b. interrupt c. move d. speak</p>
<p>39 So, let's sum _____ what we've discussed so far.</p> <p>a. about b. up c. with d. for</p>	<p>40 I _____ from you.</p> <p>a. look forward to hear b. looking forwards to hearing c. look forward to hearing d. look forwards for hearing</p>
<p>41 How are things _____ you?</p> <p>a. with b. to c. at d. of</p>	<p>42 I think it's _____ of fish with cream and white wine.</p> <p>a. kind b. made c. like d. sort</p>
<p>43 I'm sorry for the _____ in getting back to you with the quote.</p> <p>a. wait b. hold c. late d. delay</p>	<p>44 I suggested _____ the whole thing forward by a week.</p> <p>a. bringing b. to bring c. that bring d. we bringing</p>



<p>45 With _____ I think that's a little too low.</p> <ul style="list-style-type: none">a. frankb. respectc. honestyd. unfortunately	<p>46 _____ no see. You haven't changed a bit!</p> <ul style="list-style-type: none">a. Long timeb. Long waitc. Long listend. Long view
<p>47 Are you saying they've fallen _____ of projections again?</p> <ul style="list-style-type: none">a. downb. decreasec. shortd. rapidly	<p>48 It was a very _____ meeting in the end.</p> <ul style="list-style-type: none">a. achievementb. smoothlyc. successd. fruitful
<p>49 I've just _____ a job with Bill Gates!</p> <ul style="list-style-type: none">a. landedb. runc. setd. caught	<p>50 Can I get hold _____ the organisers?</p> <ul style="list-style-type: none">a. tob. ofc. ford. up



Section B: Reading

Below are three readings with missing words. Read and choose a missing word from answers a, b, c, or d. Enter the letter on your Answer Sheet.

- | | | | | |
|----|-----------|----------|--------------|-----------|
| 1. | a. write | b. read | c. delete | d. see |
| 2. | a. he | b. they | c. it | d. e-mail |
| 3. | a. him | b. us | c. her | d. we |
| 4. | a. Always | b. never | c. every day | d. often |
| 5. | a. who | b. this | c. these | d. what |

Reading 1

It's easy to (1)_____ an e-mail. You type it on to a computer screen, hit a button and off (2)_____ goes. But the speed of the process is also a problem. It doesn't encourage (3)_____ to think much about what we write. As a result, e-mail messages are (4)_____ grammatically incorrect, disorganised and full of spelling and typing errors. Badly expressed ideas are more difficult to read. They can also cause expensive misunderstandings. Managers nowadays have to read enormous quantities of e-mails, and (5)_____ adds to the stress of their jobs.

For Reading 2:

- | | | | | |
|-----|-------------|----------|--------------|-----------|
| 6. | a. hard | b. good | c. offensive | d. polite |
| 7. | a. because | b. but | c. however | d. and |
| 8. | a. By | b. As | c. Unless | d. If |
| 9. | a. business | b. place | c. market | d. shop |
| 10. | a. cheaper | b. less | c. least | d. same |

Reading 2

A hard sell is often seen as (6)_____ in Japan. Japanese business people may think that you are trying to convince them (7)_____ your product is no good. It is better to use a low-key sale pitch and give them objective information. The Japanese are not accustomed to aggressive American techniques that use a persuasive 'winning' argument. (8)_____ you are not completely honest about your product, your credibility will be damaged and what you say will lose influence. Don't say that yours is 'the best on the (9)_____'. It is better to say, 'We sold more than two million units last year. As you know our closest competitor sold (10)_____ than a million.'



For Reading 3:

- | | | | | |
|-----|----------------|------------|--------------|---------------|
| 11. | a. crash | b. share | c. flotation | d. increase |
| 12. | a. broadcasted | b. grown | c. fallen | d. advertised |
| 13. | a. outlets | b. shirts | c. middlemen | d. contracts |
| 14. | a. logo | b. service | c. brand | d. manager |
| 15. | a. refunded | b. claimed | c. netted | d. advertised |

Reading 3

Manchester United stopped being just a famous football team several years ago and became a highly successful multinational corporation. The words 'football' and 'club' were actually dropped from the players' badges in 2000 in an effort to strengthen the corporate image. With a successful stock market (11) _____ in 1991 and a market value, according to City accountants Deloitte and Touche, of over £110m, Manchester United is as much a triumph of the media as of great soccer. 'Top clubs have (12) _____ on the back of television contracts', says Richard Baldwin of Deloitte and Touche. With this also comes merchandising. Manchester United's megastore stocks 1,500 different items, is constantly packed, and merchandising (13) _____ as far away as Singapore, Hong Kong and Sydney attract thousands of fans who couldn't even tell you where Manchester is on the map. 'United look and behave very much like a traditional business from a corporate point of view,' says Nigel Hawkins, a financial analyst. 'They have a strong (14) _____ and have worked to maximise it by bringing in good people.' They certainly have. One sponsorship deal alone – with Vodafone – (15) _____ Manchester £30 million.

➡ Please use the answer sheet provided ➡



Business Englisch Placement Test					
Name:		e-mail:		Punkte:	/ 65
Adresse:		Telefon		Level:	
		Datum:		Kurs:	

➔ Please use this Answer Sheet / ANTWORTBOGEN ➔

Section A

	A	B	C	D		A	B	C	D		A	B	C	D		A	B	C	D
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	14	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	27	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	40	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	15	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	28	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	41	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	16	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	29	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	42	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	17	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	30	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	43	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	18	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	31	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	44	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	19	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	32	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	45	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	20	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	33	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	46	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	21	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	34	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	47	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	22	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	35	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	48	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	23	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	36	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	49	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	24	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	37	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	50	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	25	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	38	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					
13	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	26	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	39	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					

Section B

	A	B	C	D		A	B	C	D		A	B	C	D		A	B	C	D
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	13	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	14	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	15	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	12	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					

Section C: Writing

Name _____

Date _____

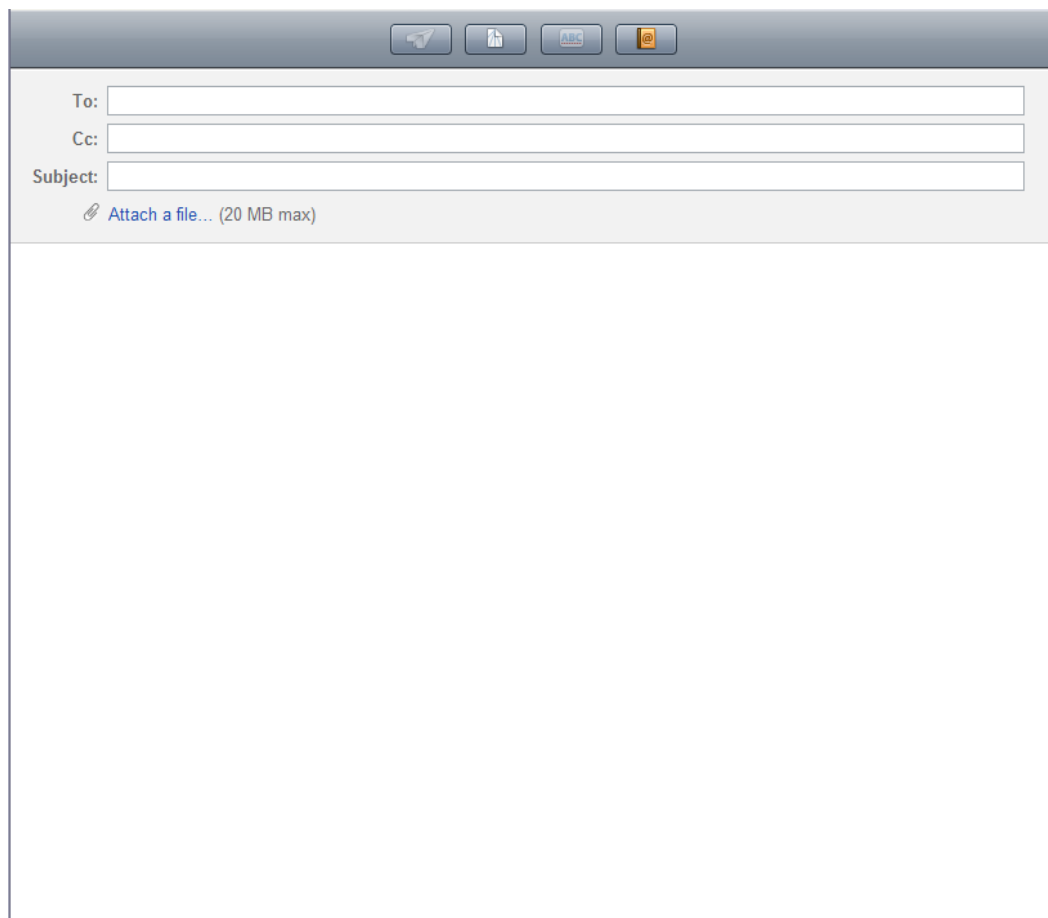
Writing Exercise – Email

Instructions: Please write an email for the situation described below. Your email should be between **35 and 45 words** and it should include the 3 points listed below.

Your team is scheduled to complete a project next month, but there has been a delay.

**** Write an email to the client and include the following:**

- ❖ apologize for the delay
- ❖ give a reason for the delay
- ❖ give a new date for completion of the project



The image shows a screenshot of an email composition window. At the top, there is a toolbar with four icons: a paper plane (send), a document with a plus sign (attach), a text box with 'ABC' (insert text), and a speech bubble (reply). Below the toolbar, there are three input fields: 'To:', 'Cc:', and 'Subject:'. Below these fields is a link that says 'Attach a file... (20 MB max)'. The main body of the email is a large, empty rectangular area for writing the message.