



Name: \_\_\_\_\_ Company: \_\_\_\_\_

Telephone number / E-mail: \_\_\_\_\_

How did you find out about F+U?: \_\_\_\_\_

### Business English Test

#### Section 1. Grammar

1. Mr Smith said he will call you back \_\_\_\_\_ 4pm.
  - a) until
  - b) in
  - c) by
  - d) on
  
2. The new report contained \_\_\_\_\_ important information?
  - a) many
  - b) another
  - c) an
  - d) a lot of
  
3. His flight \_\_\_\_\_ at 9am tomorrow.
  - a) is arriving
  - b) arrives
  - c) will be arriving
  - d) will arrive
  
4. Last year most of our sales \_\_\_\_\_ from the Asian market.
  - a) have come
  - b) came
  - c) were coming
  - d) had come
  
5. She's worked here \_\_\_\_\_ 20 years.
  - a) since
  - b) during
  - c) over
  - d) for
  
6. Monday is a public holiday so I \_\_\_\_\_ work.
  - a) mustn't
  - b) couldn't
  - c) don't have to
  - d) shouldn't



7. The job application \_\_\_\_\_ be handed in until the end of next week.
- a) doesn't need
  - b) doesn't have
  - c) needn't
  - d) hasn't got
8. If we \_\_\_\_\_ our prices we would sell more products.
- a) lower
  - b) lowered
  - c) will lower
  - d) would lower
9. I am looking forward to \_\_\_\_\_ you in Miami next week.
- a) meeting
  - b) meet
  - c) have met
  - d) be meeting
10. My new job is great although I'm not used \_\_\_\_\_ so late.
- a) working
  - b) work
  - c) to work
  - d) to working

## Section 2. Vocabulary

1. What \_\_\_\_\_ ? I work for a Market Research company.
- a) are you doing
  - b) do you do
  - c) is your work
  - d) are you working
2. Would it \_\_\_\_\_ you if we came on Thursday?
- a) agree
  - b) fit
  - c) like
  - d) suit
3. As soon as I \_\_\_\_\_ the latest sales figures, I'll call a meeting.
- a) approach
  - b) inform
  - c) receive
  - d) establish



4. Economic growth will \_\_\_\_\_ new opportunities.
- a) create
  - b) lead
  - c) result to
  - d) improve
5. \_\_\_\_\_ from Michael, all the delegates arrived on time.
- a) Except
  - b) Other
  - c) Besides
  - d) Apart
6. We \_\_\_\_\_ sales to increase next year.
- a) expect
  - b) hope
  - c) predict
  - d) forecast
7. Next year, our results should \_\_\_\_\_ .
- a) break up
  - b) break even
  - c) break through
  - d) break over
8. Please find attached my Business Plan Review \_\_\_\_\_.
- a) Let me have what you think
  - b) Make me have any comments
  - c) Let me know what you think
  - d) Say me what you think
9. We must \_\_\_\_\_ the meeting till next week.
- a) call off
  - b) bring forward
  - c) put off
  - d) date to
10. The dates of the next department meetings are July 7 and July 21. As you can see, the meetings are held \_\_\_\_\_.
- a) Weekly
  - b) two weekly
  - c) quarterly
  - d) fortnightly



**Section 3. Telephoning**

Where do the following phrases fit in the telephone conversation below?

1. Can I read that back to you?
2. Could you ask her to call me back later today?
3. How can I help you?
4. I'd like to speak to
5. I'm afraid she isn't in her office
6. One moment, please
7. Not at all

Secretary: Good morning. ABC Ltd \_\_\_\_\_

Caller: Hello \_\_\_\_\_ Paula Jones, please.

Secretary: Who shall I say is calling?

Caller: Hornby, John Hornby of XYZ Ltd.

Secretary: \_\_\_\_\_ Mr Hornby, I'll just find out if she's back yet...  
\_\_\_\_\_. Is there anything I can do for you?

Caller: The reason I'm calling is to fix a meeting at the Trade Fair next week. \_\_\_\_\_ I shall be in the office all afternoon till 5.30.

Secretary: Let me take your phone number just in case...

Caller: Sure. That's 020 8543 3553.

Secretary: \_\_\_\_\_ : 020 8543 3553.

Caller: That's correct. Thank you for your help.

Secretary: \_\_\_\_\_ , Mr Hornby. I'll make sure she get's your message as soon as she's back.  
Goodbye.

Caller: Goodbye.

**Section 4. Writing**

Write a paragraph about yourself, describing your current work situation, background and hobbies.

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