

Your name: _____ Company: _____

Telephone number / E-mail: _____

How did you find out about F+U?: _____

English-Test

Section One

- people work in your office?
a) How much? b) How many? c) How few ? d) How long?
- We must leave thirty minutes
a) by b) in c) to d) at
- Good Morning. I am Ms Brown and this is boss.
a) his b) her c) my d) mine
- Have you seen this report the ZXY project?
a) on b) over c) with d) it
- She always late on Thursday evenings
a) work b) working c) works d) to work
- What? I am a factory manager.
a) are you doing? b) do you do? c) is your work ? d) are you working?
- you like a cup of coffee?
a) Do b) Could c) Would d) Will
- He worked in this company for ten years
a) did b) do c) have d) has

Section Two

- This is John Smith from Advertising, this is Mary Reed our Sales Manager and Harry GeorgePromotions.
a) dealing with b) deals with c) works with d) checks
- It's time wefor our appointment. We don't want to be late!
a) leave b) left c) go d) went

3. I have been here4pm. How much longer do I have to wait?
a) for b) earlier c) since d) at
4. I have been with this company10 years
a) since b) after c) before d) for
5. They werenoisy machines we could not hear each other.
a) so b) too c) such d) that
6. I don't think you'll have any problems, but call meyou do.
a) when b) where c) if d) how
7. We didn't havetrouble finding office premises
a) many b) much c) a little d) a few
8. Please let me have theas soon as possible.
a) informations b) inform c) informs d) information

Section Three

1. The delivery was
a) held up b) held in c) held on d) held at
2. These are the dates of the next department meetings. July 7, July 21, . The meetings are held
a) weekly b) two weeks c) quarterly d) fortnightly
3. I willthat your order arrives on time.
a) insure b) assure c) ensure d) ensnare
4. We use recycled paper in the interests of
a) economies b) economise c) economy d) economics
5. We mustthe meeting till next week.
a) call off b) bring forward c) put off d) date to
6. He could not pay his debts and was declared
a) unsolvent b) insolvent c) insolvent d) ilsolvent
7. He acted in good
a) trust b) sense c) faith d) sincerity
- 8 I did not think he was a department head,the C.E.O.
a) not only b) not more c) let alone d) let him

Section Four

1. Alex Watkins is an accountant. He lives in Manchester with his sister and works at a multinational corporation in the finance department. He enjoys sailing and watching films in his spare time.

At the moment he is studying for an accountancy exam and is taking a week off work in order to revise for the exam. He is planning to look for a new job in the near future.

Write 2 similar paragraphs about yourself, describing both your permanent situation and current activities.

2. Choose the correct words to fill the gaps in this letter:

Dear.....

Ibe.....if you could
.....me a

brochure and price list for your new product range.

.....you also let meyour terms of payment for new
customers?

.....for your attention. I looktofrom you soon.

Yours

Jason Walthers

3. Fill in the missing sentences in this dialogue:

a)

.....

Good morning. I'd like to speak to Jane Smith, please.

b).....

I'm calling from TBQ Ltd in London.

c).....

Can you take a message for her, please?

d).....

Please tell her that I can't make the meeting tomorrow and that I'll try and call her again later today.

e).....

Thanks. Bye!

F+U Academy of languages Heidelberg
Hauptstraße 1
69117 Heidelberg
Deutschland
Tel. +49-6221-912035
Fax: +49-6221-23452
intac@fuu.de
www.fuu.de