1.

1) Complete the sentence.

Economic resources may be classified as ______

2) Match the job to its description.

My work involves travelling a lot. It can be quite physically demanding, but I enjoy dealing with passengers. (accountant, postwoman, flight attendant)

3) Choose the synonym to the underlined word.

The <u>distribution</u> of things involves giving or delivering them to a number of people or places.(allocation, education, degree)

4) Find the missing word.

One of the main laws of the market is the law of and demand.

(save, recession, supply)

5) Translate the sentence.

There are different economic systems in the world today.

2.

1) Complete the sentence.

When expenditure exceeds the revenue the budget _____

2) Match the job to its description.

My work involves getting up quite early in the morning , but I like being out in the open air. I walk two or three miles every day. (teacher, accountant, postwoman)

3) Choose the synonym to the underlined word.

Competition makes producers of scarce resources <u>utilize</u> them economically.

(make, use, refuse)

4) Find the missing word combination.

I'm not often – away from work due to illness. (out of work, work for, off work)

5) Translate the sentence.

We invited the most interesting candidates to a group discussion.

3.

1) Complete the sentence.

Unit trusts operate in a very similar manner to ______

2) Match the job to its description.

My work is very stimulating and not at all repetitive. I see the children learn and develop. (postwoman, teacher, flight attendant)

3) Choose the synonym to the underlined word.

There are many important financial institutions which <u>provide</u> finance for companies. (develop, become, supply)

4) Find the missing word.

We need journalists who are very good at their job. (trouble, talented, staff)

5) Translate the sentence.

These institutions provide money in different ways.

4.

1) Complete the sentence.

For the well-established firm, the most obvious source of finance is ______.

2) Match the word to its definition.

The work is interesting and gives you positive feelings. (dull, fascinating, tough)

3) Choose the synonym to the underlined word.

You need to acquire experience. (get, research, change)

..... passes to the buyer when the final installment is paid. (leasing, expenditure, ownership)

5) Translate the sentence.

Nowadays many students have the opportunity to study in foreign countries.

5.

1) Complete the sentence.

Companies often issue new shares instead of paying dividends to the ______.

2) Match the word to its definition.

The work is difficult and makes you tired. (satisfying, routine, tiring)

3) Choose the synonym to the underlined word.

I <u>run</u> the development department. (think, involve, manage)

4) Find the missing word.

People who buy shares in investment trusts are paid and investment funds obtain a profit too. (dividends, provision, tax)

5) Translate the sentence.

I deal with different organizations in my work.

6.

1) Complete the sentence.

Working from home is becoming more popular and it is called _____

2) Match the word to its definition.

People who are very keen to do well in their job because they find it interesting. (computer-literate, motivated, unskilled)

3) Choose the antonym to the underlined word.

I like working with figures.(hate, spend, learn)

The budget is an estimate of nationaland expenditure for the ensuing fiscal year.(service, relation, revenue)

5) Translate the sentence.

When the company is selling lots of cars, they ask us to work overtime.

7.

1) Complete the sentence.

The process of finding people for particular job is ______

2) Match the word combination to its definition.

People who work well with other people. (team players, self-starters, computerliterate)

3) Choose the antonym to the underlined word.

We hire new people after checking their references. (pay, sell, fire)

4) Find the missing word.

We for the job by completing an application form and sending it in. (cover, apply, offer)

5) Translate the sentence.

The major instrument of any financial system is the budget.

8.

1) Complete the sentence.

When the final installment is paid ownership doesn't pass to the _____

2) Match the word combination to its definition.

People who`ve just left university. (manager, referee, graduate)

3) Choose the synonym to the underlined word.

He gave me a loan until next month. (goal, skill, credit)

The graduates might have in interesting subjects, but they have no work experience. (appoint, qualification, dull)

5) Translate the sentence.

Team players are people who work well with other people.

9.

1) Complete the sentence.

The people who work for a company are on its ______

2) Match the word combination to its definition.

The lowest amount allowed by the law. (tips, minimum wage, fringe benefit)

3) Choose the synonym to the underlined word.

A company's <u>share capital</u> is often referred to as equity capital. (joint stock, capital market, face value)

4) Find the missing word.

You need to acquire - get knowledge through doing things. (experience, commission, severance)

5) Translate the sentence.

Some managers have their own individual offices.

10.

1) Complete the sentence.

One of the functions of public finance is the provision of essential ______.

2) Match the word combination to its definition.

A disagreement between management and labor. (labor costs, labor dispute, labor unrest)

3) Choose the synonym to the underlined word.

The budget is an estimate of national revenue and expenditure for the <u>ensuing</u> fiscal year. (following, special, effective)

4) Find the missing word.

Finance comprises two parts: finance and finance of economic entities. (control, monetary, public)

5) Translate the sentence.

Karl had been working for the company for ten years.

11.

1) Complete the sentence.

A company's share capital is often referred to as ______

2) Match the word combination to its definition.

A period when there are not enough people available to work. (labor dispute, labor shortage, labor unrest)

3) Choose the antonym to the underlined word.

The firm <u>purchased</u> new modern equipment. (sold, got, hired)

4) Find the missing word.

We often get - money that customers leave in addition to the bill. (salary, tips, perks)

5) Translate the sentence.

Fred had refused two job offers.

12.

1) Complete the sentence.

The method that the company uses to recruit people is called ______

2) Match the word to its definition.

The ordinary work supporting a company's activities. (staff, administration, commission)

3) Choose the antonym to the underlined word.

Our organization employed this worker ten years ago. (skilled, made, fired)

4) Find the missing word.

We someone only if we find the right person.(appoint, cover, walk)

5) Translate the sentence.

Finally we offered this job to the last candidate.

13.

1) Complete the sentence.

To work more hours than usual for more money means to work______

2) Match the word combination to its definition.

The experience of different jobs and educational qualification. (background of applicants, covering letter, selection process)

3) Choose the synonym to the underlined word.

It's difficult to work in shifts. (easy, hard, fascinating)

4) Find the missing word.

There is a system of in my company, which means we can work when we want , within certain limits. (day shift, flextime, overtime)

5) Translate the sentence.

I'm a commercial artist in an advertising agency.

14.

1) Complete the sentence.

A period when there are not enough people available to work is called ______.

2) Match the word combination to its definition.

The work is interesting and gives you positive feelings. (stimulating, routine, tough)

3) Choose the antonym to the underlined word.

My friend will <u>buy</u> this car in a week. (cause, sell, wait)

4) Find the missing word.

I get a basic salary, plus - a percentage on everything I sell. (background, commission, compensation)

5) Translate the sentence.

Some tourists are very generous.

15.

1) Complete the sentence.

A disagreement between management and labor is ______.

2) Match the word combination to its definition.

The right to buy the company's shares at low prices. (severance package, basic salary, stock options)

3) Choose the synonym to the underlined word.

You'll remain a permanent member of my <u>staff</u>. (workforce, customer, graduate)

4) Find the missing word.

Fred is a van but he was fed up with doing long trips. (technical, driver, personal)

5) Translate the sentence.

We advertise in national newspaper and on the Internet.

16.

1) Complete the sentence.

The trouble with graduates is that they have no work ______

2) Match the word to its definition.

Previous employers, teachers that candidates named in their applications. (referees, graduates, perks)

3) Choose the synonym to the underlined word.

Scarcity of resources makes it necessary to save them. (revenue, goal, deficit)

4) Find the missing word.

A bankis the most widely used type of short term finance. (trade, overdraft, discount)

5) Translate the sentence.

Mary is talking about the selection process.

17.

1) Complete the sentence.

We invite the most interesting candidates to a group_____

2) Match the word combination to its definition.

To have a job. (to be in work, to be off work, to be out of work)

3) Choose the synonym to the underlined word.

The necessary money will be paid by <u>proprietor</u> tomorrow. (customer, owner, purchaser)

4) Find the missing word.

Unit trusts are not limited companies – they do not issue......(shares, perks, offers)

5) Translate the sentence.

The economy is growing fast in our country.

18.

1) Complete the sentence.

The budget has a deficit when expenditure exceeds the _____

2) Match the word combination to its definition.

To get knowledge through doing things. (to apply for, to acquire experience, to turn down)

3) Choose the synonym to the underlined word.

Savers and borrowers are connected by <u>financial</u> intermediaries. (fiscal, local, stable)

4) Find the missing word.

He looked in the situations..... pages of the local newspaper. (process, vacant, appoint)

5) Translate the sentence.

That information was very important.

19.

1) Complete the sentence.

I commute to work every day, like thousands of other ______

2) Match the word to its definition.

The provision of money at the time when it is needed. (finance, budget, expenditure)

3) Choose antonym to the underlined word.

A <u>permanent</u> job doesn't finish after a fixed period. (full-time, temporary, overtime)

4) Find the missing word.

..... money first came into use in the form of receipts. (gold, copper, paper)

5) Translate the sentence.

We decided to change the design of some goods.

1) Complete the sentence.

Work is the place where you do your _____

2) Match the word to its definition.

An estimate of national revenue and expenditure for the ensuing fiscal year. (payment, share, budget)

3) Choose synonym to the underlined word.

If an economic system is to perform well it must deal with many economic <u>challenges.</u> (resources, problems, policies)

4) Find the missing word.

..... of enterprise is one of the most effective systems of the market economy.(freedom, environment, demand)

5) Translate the sentence.

I like going to the office and working with other people.

21.

1) Complete the sentence.

If the partnership runs out of money it ______.

2) Match the job to its description.

Meet with advertising agency to discuss new advertisements for the company's holidays. (marketing director, customer service manager, research director)

3) Choose the synonym to the underlined word.

This factory has the most advanced equipment. (important, progressive, correct)

4) Find the missing word.

Corporateis the way a company's employees think and act. (image, ladder, culture)

5) Translate the sentence.

The IMF was set up during the Second World War.

22.

1) Complete the sentence.

The feeling that people may not be in their job for long is ______

2) Match the job to its description.

Contact newspaper to advertise new jobs. (customer service manager, research director, human resources director)

3) Choose the synonym to the underlined word.

Please report any accidents immediately to the office. (causes, losses, grants)

4) Find the missing word.

There are two types of life assurance: and whole life assurance. (occurrence, endowment, allowance)

5) Translate the sentence.

Please make sure that all transactions are recorded on the computer.

23.

1) Complete the sentence.

One of the risks which is usual for businesses and private individuals is the destruction of property by ______.

2) Match the word to its definition.

An occasion when someone makes an illegal copy of music, etc. from an internet site. (patent application, illegal download, intellectual property)

3) Choose the synonym to the underlined word.

The house was being guarded by a <u>huge</u> dog. (low, angry, bulky)

4) Find the missing word.

In-person can show an example or sample of a new product, but they are expensive. (surveys, trials, rollout)

5) Translate the sentence.

The monthly premium for our car insurance is \$35.

24.

1) Complete the sentence.

A great variety of risks can nowadays be covered by ______.

2) Match the word to its definition.

A payment made to the owner of a design by someone else who uses it. (royalty payment, copyright infringement, intellectual property)

3) Choose the synonym to the underlined word.

You need to be more <u>precise</u> in telling us what the problem is if you want us to help you. (polite, rigid, accurate)

4) Find the missing word.

The US dollar is now the most counterfeited In the world. (currency, contribution, measure)

5) Translate the sentence.

In some countries health care is paid by the state.

25.

1) Complete the sentence.

The system for running government departments, with its rigid rules and slow decisions is ______.

2) Match the word to its definition.

The money made by companies. (profits, ladder, costs)

3) Choose the synonym to the underlined word.

His parents didn't allow him to stay out after midnight. (promote, let, refer)

4) Find the missing word.

Fundraising activities encourage people to give or money, clothes, food or time to help the organization. (donate, deduct, effort)

5) Translate the sentence.

This document states what goods are insured .

26.

1) Complete the sentence.

If people are treated differently from each other in an unfair way, they are

2) Match the job to its description.

Analyse last year's profits in relation to the previous years. (sales manager, finance director, customer services manager)

3) Choose the synonym to the underlined word.

Rollout is the process of making a product available, perhaps in <u>particular</u> places to test reaction. (special, urgent, common)

4) Find the missing word.

The employees contributions are deducted from their and salaries. (premium, principal, wages)

5) Translate the sentence.

Many of these countries are unable to service their debts.

27.

1) Complete the sentence.

There are two types of life assurance: whole life assurance and ______.

2) Match the job to its description.

Deal with complaints from customers. (human resources director, line manager, customer service manager)

3) Choose the synonym to the underlined word.

If you had to forecast for the entire country, the <u>accuracy</u> increases even further. (exactness, liability, training)

Each member country is obliged to contribute a certain amount – – of its own currency to the IMF. (a quota, a rate, a deposit)

5) Translate the sentence.

The working day in the USA starts at 9 a.m. and lasts till 5 p.m.

28.

1) Complete the sentence.

Dangerous machinery and hazardous substances can cause_____

2) Match the word to its definition.

The moment when a product is officially made available for sale. (product launch, survey, glass ceiling)

3) Choose the antonym to the underlined word.

John was sacked from this company many years ago. (allowed, hired, demoted)

4) Find the missing word.

In many organizations, women about the glass ceiling that prevents them from getting further than a particular level. (refer, complain, repay)

5) Translate the sentence.

Some countries may borrow foreign currencies from the fund.

29.

1) Complete the sentence.

Information or knowledge that belongs to an individual or company is ______.

2) Match the word to its definition.

All the ideas, opinions, etc. that people have about a company. (corporate image, corporate ladder, corporate profits)

3) Choose the synonym to the underlined word.

Slavery was finally <u>abolished</u> in the US in the nineteenth century. (established, cancelled, finished)

4) Find the missing word.

Some industries in Britain, such as coal and electricity, had been – they were entirely state-owned. (nationalized, privatized, established)

5) Translate the sentence.

Counterfeiting of money is one of the oldest crimes in history.

30.

1) Complete the sentence.

A company's main office is a corporate ______.

2) Match the word to its definition.

An occasion when an inventor asks the authorities to officially recognize an invention as their property. (intellectual property, patent application, trademark)

3) Choose the synonym to the underlined word.

Finding the last <u>bug</u> was hard, but some testers were better than others. (fault, release, scale)

4) Find the missing word.

Employees who are made redundant may get – advice about how to find another job. (demotion, outplacement, dignity)

5) Translate the sentence.

He works for a large multinational corporation.

31.

1) Complete the sentence.

An entrepreneur may found a series of companies or _____

2) Match the word to its definition.

The different levels of management in a company. (corporate ladder, corporate image, corporate profits)

3) Choose the synonym to the underlined word.

<u>Dangerous</u> and faulty equipment can cause accidents in industrial workplaces. (terminated, hazardous, obsolete)

4) Find the missing word.

Marketis the process of finding out what people really want. (launch, payroll, research)

5) Translate the sentence.

"Google" is a company that provides services for consumers and businesses.

32.

1) Complete the sentence.

A name used on a product is _____

2) Match the word to its definition

The way a company's employees think and act. (corporate culture, corporate image, corporate ladder)

3) Choose the synonym to the underlined word.

In the world of fast foods, McDonald's has the strongest <u>brand name</u> and market share and a good reputation for quality. (proprietary, trademark, copyright)

4) Find the missing word.

In many countries insurance against, unemployment and old age is undertaken by the state. (slowdown, sickness, maternity)

5) Translate the sentence.

A group of international business leaders met at the World Business Forum.

33.

1) Complete the sentence.

Premiums for endowment and whole life assurance are paid quarterly or

2) Match the word to its definition

The whole activity of using designs, text, pictures or copying products without permission. (trademark, piracy, brand name)

3) Choose the synonym to the underlined word.

A bus driver is responsible for the <u>safety</u> of the passengers. (security, injury, hazard)

4) Find the missing word.

The way that an employee is doing their job is discussed at performance – regular meetings with their manager. (dispute, reviews, training)

5) Translate the sentence.

The guests were amazed to learn that we had just moved in.

34.

1) Complete the sentence.

In the UK and USA the weekend usually starts on Friday night and lasts till

2) Match the word to its definition

Someone who starts a company. (mogul, sole trader, founder)

3) Choose the synonym to the underlined word.

The price of the transaction has not been discussed. (claim, contract, invoice)

4) Find the missing word.

Downsized companies use moreindependent people who work for several different companies. (executives, start-ups, freelancers)

5) Translate the sentence.

By means of the Internet people can travel to different cities.

35.

1) Complete the sentence.

Products that are no longer up-to-date because they use old technology are

2) Match the word to its definition

Someone who organizes the discussion in a focus group. (moderator, researcher, freelancer)

3) Choose the synonym to the underlined word.

Few can tell the difference between a well-made <u>fake</u> and real thing. (obsolete, retail, counterfeit)

4) Find the missing word.

..... assurance is provided for a specified number of years or until the attainment of a certain age. (whole life, endowment, industrial)

5) Translate the sentence.

After getting a job, you may have some unexpected troubles with boss.

36.

1) Complete the sentence.

If too many things are being produced by a particular industry in relation to the number of people who want to buy them, there is ______.

2) Match the word to its definition.

The number or type of things that a company, plant, industry or country produces. (input, output, glut)

3) Choose the synonym to the underlined word.

Her <u>gift</u> has been accepted. (present, sample, range)

4) Find the missing word.

.....a product is to make a plan based on a particular marketing mix and put it into action. (to identify, to market, to pressure)

5) Translate the sentence.

The price will depend on the terms of delivery.

37.

1) Complete the sentence.

The maximum amount that a particular company, plant or industry can produce is its _____.

2) Match the word to its definition.

Similar companies or products in the same market. (rivals, abandons, prosumers)

3) Choose the synonym to the underlined word.

<u>Custom-built</u> products are more expensive to produce. (best practice, cost-effective, tailor-made)

4) Find the missing word.

Productis when a company pays for its products to be used or seen in films and TV programmes. (telemarketing, placement, undercutting)

5) Translate the sentence.

My brother has decided to write a new book.

38.

1) Complete the sentence.

It costs money to keep components and goods available for customers to buy in

2) Match the word to its definition.

An organization that buys things for use in producing its own goods or services. (vendor, customer base, industrial buyer)

3) Choose the synonym to the underlined word.

The <u>total</u> cost of the project is estimated to be well over a million dollars. (overall, variable, external)

4) Find the missing word combination.

With onlinenon-profit organizations can raise money. (gambling, banking, fundraising)

5) Translate the sentence.

Precious metals are used in jewellery industry.

39.

1) Complete the sentence.

Stocks have to be stored – kept in special buildings called______.

2) Match the word combination to its definition.

The stages in the life of a product and the number of people who buy it at each stage. (product positioning, product lifecycle, product line)

3) Choose the synonym to the underlined word.

In agricultural machinery Germany is a serious <u>competitor</u> with England. (chain, consumer, rival)

4) Find the missing word.

A company'sare its debts to suppliers, lenders, tax authorities, etc. (spinners, overheads, liabilities)

5) Translate the sentence.

Private dealers sell counterfeit precious metals.

40.

1) Complete the sentence.

The most important factor of mass production is _____

2) Match the word combination to its definition.

A shop in a town that is open long hours. (convenience store, department store, chain store)

3) Choose the synonym to the underlined word.

It is very important that we <u>keep</u> these components at the right temperature. (peer, prevent, store)

4) Find the missing word.

..... is used to talk about goods that sell in large quantities and the people who buy them. (loss-leaders, mass market, upmarket)

5) Translate the sentence.

Most employees have a five-day working week.

41.

1) Complete the sentence.

The most important companies in a particular market are often referred to, especially by journalists, as _____

2) Match the word combination to its definition.

Sales expected in a particular period. (sales turnover, sales forecast, sales target)

3) Choose the antonym to the underlined word.

Our customers are interested in cheap goods. (exclusive, basic, expensive)

4) Find the missing word.

..... are people who buy products or services for their own use. (consumers, producers, partners)

5) Translate the sentence.

We stressed in our enquiry that we needed the equipment urgently.

42.

1) Complete the sentence.

If competition isn`t strong, it may be described as ______

2) Match the word to its definition.

Specialists who wind up the company – they sell the company's assets and pay out what they can to creditors. (bailouts, receivers, distributors)

3) Choose the synonym to the underlined word.

Brand <u>awareness</u> is the degree to which people know a particular brand. (collaboration, placement, recognition)

4) Find the missing word.

Car production was very – it took a lot of work to produce each car. (hand-made, labor-intensive, computer-assisted)

5) Translate the sentence.

I`m glad we have come to an agreement.

43.

1) Complete the sentence.

Consumer goods that last a long time, such as cars and washing machines, are

2) Match the word to its definition.

Producing large numbers of similar products. (custom-built, mass production, benchmarking)

3) Choose the synonym to the underlined word.

The accountant calculated the <u>depreciation</u> of the computer over a period of five years. (amortization, distributing, rescue)

4) Find the missing word.

A machine is a machine from which people can buy coffee, cigarettes, etc. (industrial, assembly, vending)

5) Translate the sentence.

Many banks are usually open for customers from 9.30 to 3.30 p.m.

44.

1) Complete the sentence.

All the ideas that people have about a particular brand are its brand _____

2) Match the word combination to its definition.

A company's products considered together and in relation to one another. (product portfolio, product range, product lifecycle)

3) Choose the synonym to the underlined word.

Our correspondents discuss what needs to be done to <u>rescue</u> the single currency. (burden, write-off, save)

4) Find the missing word.

If a companya market, it starts selling there for the first time. (enters, penetrates, abandons)

5) Translate the sentence.

It is important to store these goods at the right temperature.

45.

1) Complete the sentence.

A series of advertisements for a particular company, product, etc. is an advertising

2) Match the word to its definition.

A group of buyers with specific requirements that is relatively small but that may be profitable for companies that sell to it. (tag, niche, range)

3) Choose the synonym to the underlined word.

I have some debts to repay. (trade, margin, compensate)

4) Find the missing word.

..... costs do not change when production goes up or down. (fixed, variable, target)

5) Translate the sentence.

She has not enough money to buy a car.

46.

1) Complete the sentence.

Information given by a company about its financial results is financial ______.

2) Match the word combination to its definition.

Products that are not branded – those that do not have a manufacturer's brand. (generics, durables, corners)

3) Choose the synonym to the underlined word.

If a company <u>abandons</u> a market, it stops selling there. (needs, leaves, accounts)

4) Find the missing word.

If a companya market, it starts selling, or sells more and more, there. (dominates, monopolizes, penetrates)

5) Translate the sentence.

Some shops in the United Kingdom are open on Saturdays and on Sundays.

47.

1) Complete the sentence.

The final figure for profit or loss is what people call informally the ______.

2) Match the word to its definition.

Information given by a company about its financial result. (financial report, highly leverage, cash pile)

3) Choose the synonym to the underlined word.

Many buildings collapsed during the earthquake. (applied, crashed, shipped)

4) Find the missing word.

..... is a measure of the number of things produced in relation to the number of employees. (glut, rollout, productivity)

5) Translate the sentence.

Rough diamonds are widely used in industry.

48.

1) Complete the sentence.

When a company's results are presented in a way that makes them look better than they really are, it may be accused of creative accounting or _____

2) Match the word to its definition.

A very large shop with a wide variety of goods, usually outside the town. (chain store, hypermarket, upmarket)

3) Choose antonym to the underlined word.

Choosing to launch a global product in an emerging market is risky. (to suppress, to cover, to withdraw)

4) Find the missing word.

Very often private dealers try to find innocent purchasers andthem. (cheat, create, abolish)

5) Translate the sentence.

In modern economy taxes are the most important source of governmental revenue.

49.

1) Complete the sentence.

If a company makes more money than it spends, it makes a _____

2) Match the word to its definition.

The degree to which people know a particular brand. (store brand, brand image, brand awareness)

3) Choose synonym to the underlined word.

She accepted his proposal of marriage without hesitation. (sample, offer, maple)

Benchmarking can be seen as another form of – people and companies working together. (customization, collaboration, infringement)

5) Translate the sentence.

Our firm has bought new computers this month.

50.

1) Complete the sentence.

The amount of loan capital that a company has in relation to its share capital is its

2) Match the word to its definition.

A list of a company's products. (product portfolio, product catalogue, product line)

3) Choose synonym to the underlined word.

We don't want to copy anyone to make ourselves more <u>invisible</u>. (bleeding, generic, obvious)

4) Find the missing word.

The machines are expensive but very – they produce a lot in relation to what they cost. (cost-effective, state-of-the-art, go-slow)

5) Translate the sentence.

We can deliver and install the equipment in a week.