

3902Y_Ä°_Qiyabi_Yekun imtahan testinin sualları

Fənn : 3902Y Xarici dil-2 (İngilis dili)

1 Complete the sentence:..... are places there are many banks and other financial institutions.

- ☐ securities
- ☒ financial centers
- ☐ bonds
- ☐ currencies
- ☐ commodities

2 Match the sentence to a suitable ending. They were still working on their new designs.....

- ☐ when suddenly Jackson announced that he was stepping down as General Manager.
- ☒ when they saw an opening in the market.
- ☐ they decided to exhibit at the Inventors' Fair.
- ☐ and sold 3 million of the devices in 80 days.
- ☐ and asked them to talk about innovation and change.

3 Find the correct meaning of the word: commercial paper

- ☐ the variable costs in marking particular goods
- ☒ short – term lending to business
- ☐ long-term borrowing to business
- ☐ buying and selling the money of particular countries
- ☐ selling price minus direct production costs

4 Find the correct meaning of the word: bonds

- ☐ the variable costs in marking particular goods
- ☒ longer-term lending to businesses and the government
- ☐ short – term lending to business
- ☐ buying and selling the money of particular countries
- ☐ selling price minus direct production costs

5 Find the correct meaning of the word: currencies

- ☐ selling price minus direct production costs
- ☒ buying and selling the money of particular countries
- ☐ short – term lending to business
- ☐ longer-term lending to businesses and the government
- ☐ the variable costs in marking particular goods

6 Make up the sentence: is/ Europe`s/ one/ centres/ of/ important/ London/ financial/ most.

- ☐ one most Europe`s financial of centres is important London.
- ☒ London is one of Europe`s most important financial centres.
- ☐ Europe`s one of important most financial is London centres.
- ☐ one most Europe`s financial of centres is important London.
- ☐ financial is one Europe`s most important London of centres.

7 Complete the sentence: is an investor who wants to make a quick profit, rather than one who wants to invest over a longer period of time.

- ☐ wholesaler
- ☒ a speculator
- ☐ a customer
- ☐ a distributor
- ☐ retailer

8 Complete the sentence: Securities markets are also called.....

- ☐ downmarket
- ☒ capital markets
- ☐ option markets
- ☐ derivatives
- ☐ overdrafts

9 Choose the synonym of the word: stockmarkets

- ☐ invoices
- ☒ bourses
- ☐ bonds
- ☐ derivatives
- ☐ overdrafts

10 Match the word to its definition. An agreement giving the right, but not obligation, to buy or sell a security at a particular price at a particular time.

- ☐ share contract
- ☒ an option contract
- ☐ credit policy
- ☐ a sales contract
- ☐ security contract

11 Match the word to its definition. An agreement giving an obligation to sell a fixed amount of a security at a particular price on a particular future date.

- ☐ share contract
- ☒ a futures contract
- ☐ a sales contract
- ☐ security contract
- ☐ credit policy

12 Complete the sentence: If there is demand for shares in a company, its share price

- ☐ falls
- ☒ goes up
- ☐ goes down
- ☐ goes into the red
- ☐ is bleeding red ink

13 Match the word to its definition. Buying and selling of shares.

- ☐ mortgage
- ☒ trading
- ☐ decline
- ☐ rally
- ☐ overdraft

14 Match the word to its definition. Famous companies that are profitable in good times and bad.

- ☐ customer base
- ☒ blue chips
- ☐ loss-leaders
- ☐ marketeers
- ☐ end-users

15 Match the word to its definition. An important level, but one that is not easy to get through.

- ☐ scheme
- ☒ barrier
- ☐ turnover
- ☐ mortgage
- ☐ contribution

16 Find the correct meaning of the phrase: panic selling

- ☐ Buying and selling of shares.
- ☒ selling shares at any price
- ☐ the total value of shares on the market
- ☐ big increases in value
- ☐ increases in price

17 Match the word to its definition. The total value of shares on the market.

- ☐ market pressure
- ☒ market capitalization
- ☐ market segment
- ☐ market share
- ☐ market force

18 Choose the synonym of the word: crash

- ☐ overdraft
- ☒ collapse
- ☐ barrier
- ☐ value
- ☐ contribution

19 Choose the opposite for the word combination: bull market

- ☐ free market
- ☒ bear market
- ☐ trade market
- ☐ share market
- ☐ mass market

20 Choose the wrong meaning of the word: finance

- ☐ is the study of money management
- ☒ is the value of goods and services produced in a country or area
- ☐ is a field that deals with the study of investments
- ☐ is the management of money by countries, organizations or people
- ☐ is money provided or lent for a particular purpose

21 Complete the sentence: If something is, it is cheap to buy, to use or to do.

- ☐ economies
- ☒ economical
- ☐ economic
- ☐ economics
- ☐ economy

22 Match the word to its definition. Figures relating to how well a country's economy is working.

- ☐ trade credits
- ☒ economic indicators
- ☐ joint accounts
- ☐ credit policy
- ☐ key accounts

23 Match the word to its definition. People who are out of work.

- ☐ receivables
- ☒ unemployed
- ☐ speculators
- ☐ traders
- ☐ shareholders

24 Choose the synonym of the word: jobless

- ☐ shareholders
- ☒ unemployed
- ☐ traders
- ☐ speculators
- ☐ receivables

25 Match the word to its definition. The difference between the money coming into and going out of a country.

- ☐ stock market
- ☒ balance of payments
- ☐ trade surplus
- ☐ joint accounts
- ☐ key accounts

26 Match the word to its definition. The difference between payments for imports and payments for exports.

- ☐ stock market
- ☒ trade balance
- ☐ trade surplus
- ☐ key accounts
- ☐ joint accounts

27 Complete the sentence: When a country exports more than it imports, it has a

- ☐ income statement
- ☒ trade surplus
- ☐ trade balance

- ☐ labour shortage
- ☐ account balance

28 Match the word to its definition. The value of goods and services produced in a country or area.

- ☐ income statement
- ☒ economic output
- ☐ market capitalization
- ☐ overdraft
- ☐ stock market

29 Match the word to its definition. The speed at which a country's economy growth and gets bigger.

- ☐ joint accounts
- ☒ growth rate
- ☐ trade surplus
- ☐ market capitalization
- ☐ economic output

30 Match the word combination to its definition. Chances to start improve your career.

- ☐ career path
- ☒ career opportunities
- ☐ career move
- ☐ career break
- ☐ career plan

31 Match the word combination to its definition. Ideas you have for your career.

- ☐ career path
- ☒ career plan
- ☐ career opportunities
- ☐ career move
- ☐ career break

32 Match the word combination to its definition. A series of levels or steps in you working life.

- ☐ career path
- ☒ career ladder
- ☐ career break
- ☐ career plan
- ☐ career move

33 Match the word combination to its definition. The direction of your working life takes.

- ☐ career ladder
- ☒ career path
- ☐ career break
- ☐ career plan
- ☐ career opportunities

34 Match the word combination to its definition. An action you take to progress in your career .

- ☐ career path
- ☒ career move
- ☐ career plan

- ☐ career opportunities
- ☐ career break

35 Match the word combination to its definition. A period of time away from your job to, for example, look after your children.

- ☐ career path
- ☒ career break
- ☐ career move
- ☐ career plan
- ☐ career opportunities

36 Complete the sentence: In banking, you can with the big bonuses and retire at 35.

- ☐ work flexitime
- ☒ make a fortune
- ☐ earn commission
- ☐ get a promotion
- ☐ do part-time work

37 Complete the sentence: When you, you can arrange your own schedule, so this is very convenient when you have children.

- ☐ do part-time work
- ☒ work flexitime
- ☐ make a fortune
- ☐ earn commission
- ☐ get a promotion

38 Complete the sentence: People who work in sales often have the opportunity to on top of a basic salary.

- ☐ get a promotion
- ☒ earn commission
- ☐ work flexitime
- ☐ make a fortune
- ☐ do part-time work

39 Complete the sentence: Luke is ambitious and does not want to be a sales assistant all his life. In fact, he hopes to and become Assistant Manager very soon.

- ☐ earn commission
- ☒ get a promotion
- ☐ do part-time work
- ☐ work flexitime
- ☐ make a fortune

40 Complete the sentence: Many students when they are at university because it fits in with their studies.

- ☐ make a fortune
- ☒ do part-time work
- ☐ get a promotion
- ☐ earn commission
- ☐ work flexitime

41 Complete the sentence: Employees in large multinationals excellent career opportunities if they are willing to travel.

- ☐ take
- ☒ have
- ☐ climb
- ☐ decide
- ☐ offer

42 Complete the sentence: Some people a career break to do something adventurous like sailing round the world or going trekking in India.

- ☐ offer
- ☒ take
- ☐ have
- ☐ climb
- ☐ decide

43 Complete the sentence: One way to a career move is to join a small but rapidly growing company.

- ☐ have
- ☒ make
- ☐ take
- ☐ climb
- ☐ offer

44 Complete the sentence: Certain companies career opportunities to the long term unemployed or to people without formal qualifications.

- ☐ take
- ☒ offer
- ☐ make
- ☐ climb
- ☐ have

45 Complete the sentence: Ambitious people often on a career plan while they are still at university.

- ☐ make
- ☒ decide
- ☐ offer
- ☐ have
- ☐ take

46 Put the correct preposition. To look

- ☐ with
- ☒ after
- ☐ since
- ☐ that
- ☐ of

47 Put the correct preposition. To be responsible

- ☐ for
- ☒ for
- ☐ that
- ☐ with
- ☐ of

48 Put the correct preposition. To be in charge

- ☐ that
- ☒ of
- ☐ after
- ☐ with
- ☐ for

49 Put the correct preposition. To deal

- ☐ that
- ☒ with
- ☐ after
- ☐ of
- ☐ for

50 Put the correct preposition. To make sure

- ☐ with
- ☒ that
- ☐ around
- ☐ after
- ☐ for

51 Complete the sentence: Jose Monzano is our security officer. He that our staff and premises are protected against crime.

- ☐ looks
- ☒ makes sure
- ☐ involves
- ☐ is in charge
- ☐ deals

52 Complete the sentence: Could you us have your previous employer's details ?

- ☐ send
- ☒ let
- ☐ contact
- ☐ moving
- ☐ working

53 Complete the sentence: Would you mind at weekends ?

- ☐ sharing
- ☒ working
- ☐ contact
- ☐ let
- ☐ moving

54 Could you us as soon as possible ?

- ☐ sharing
- ☒ contact
- ☐ let
- ☐ moving
- ☐ working

55 Complete the sentence: Would you mind our appointment to Monday ?

- ☐ sharing
- ☒ moving
- ☐ let
- ☐ contact
- ☐ working

56 Complete the sentence: Hans Reiter is our new maintenance engineer. He checks all our equipment regularly and of all repairs.

- ☐ makes sure
- ☒ is in charge
- ☐ deals
- ☐ involves
- ☐ looks

57 Complete the sentence: Migachov works in research and development. His job developing new products and new ideas.

- ☐ makes sure
- ☒ involves
- ☐ is in charge
- ☐ deals
- ☐ looks

58 Complete the sentence: Linda Erikson is our Quality Control inspector. She for monitoring our products and trying to improve their quality.

- ☐ deals
- ☒ is responsible
- ☐ makes sure
- ☐ is in charge
- ☐ looks

59 Complete the sentence: Nadine works for HR. She with staff problems, as well as with recruitment and training.

- ☐ to be in charge
- ☒ deals
- ☐ looks
- ☐ involves
- ☐ makes sure

60 Complete the sentence: In some industries it can take a long time to the career ladder.

- ☐ take

- ☒ climb
- ☐ make
- ☐ offer
- ☐ have

61 Choose the right prepositions. I look forward ...hearing ...you.

- ☐ from, to
- ☒ to, from
- ☐ on, to
- ☐ to, for
- ☐ at, from

62 Choose the wrong noun phrase: make

- ☐ progress
- ☒ a training course
- ☐ a fortune
- ☐ a living
- ☐ a mistake

63 Choose the wrong noun phrase: get

- ☐ the sack
- ☒ progress
- ☐ a promotion
- ☐ a bonus
- ☐ fired

64 Choose the wrong noun phrase: earn

- ☐ a salary
- ☒ a part time job
- ☐ commission
- ☐ money
- ☐ 40 000 per year

65 Choose the wrong noun phrase: do

- ☐ business
- ☒ a mistake
- ☐ part time work
- ☐ a nine-to-five job
- ☐ your best

66 Choose the wrong noun phrase: take

- ☐ a chance
- ☒ a pension
- ☐ an opportunity
- ☐ time off
- ☐ early retirement

67 Choose the wrong noun phrase: work

- ☐ overtime

- ☒ an office job
- ☐ flexitime
- ☐ anti-social hours
- ☐ in shifts

68 Complete the sentence: Susana is the receptionist. She after visitors and takes messages.

- ☐ makes sure
- ☒ looks
- ☐ is in charge
- ☐ deals
- ☐ involves

69 Choose the right form of the verb-noun combination. To meet

- ☐ a breakthrough
- ☒ a need
- ☐ a range
- ☐ a business idea
- ☐ an award

70 Choose the right form of the verb-noun combination. To protect

- ☐ advantage
- ☒ the environment
- ☐ a business idea
- ☐ a range
- ☐ a breakthrough

71 Choose the right form of the verb-noun combination. To take

- ☐ the environment
- ☒ advantage
- ☐ an award
- ☐ a breakthrough
- ☐ a range

72 Choose the right form of the verb-noun combination. To make

- ☐ the environment
- ☒ a breakthrough
- ☐ an award
- ☐ a need
- ☐ advantage

73 Match the word or word combination to its definition. The time when you can change your mind and cancel an order.

- ☐ money-back guarantee
- ☒ cooling - off period
- ☐ credit-card details
- ☐ method of payment
- ☐ after-sales service

74 Match the word or word combination to its definition. Method for customers to obtain a discount

on future purchases from the same organisation.

- ☐ method of payment
- ☒ loyalty-card scheme
- ☐ cooling - off period
- ☐ credit-card details
- ☐ after-sales service

75 Match the sentence to a suitable ending. We were having a boring meeting

- ☐ when they saw an opening in the market.
- ☒ when suddenly Jackson announced that he was stepping down as General Manager.
- ☐ and asked them to talk about innovation and change.
- ☐ that they were exhibiting at the Inventors' Fair.
- ☐ and sold 3 million of the devices in 80 days.

76 Match the sentence to a suitable ending. An Australian entrepreneur expressed interest in the new product....

- ☐ when suddenly Jackson announced that he was stepping down as General Manager.
- ☒ that they were exhibiting at the Inventors' Fair.
- ☐ when they saw an opening in the market.
- ☐ and asked them to talk about innovation and change.
- ☐ and sold 3 million of the devices in 80 days.

77 Choose the right conjunction. Sales are falling management doesn't seem very worried about it.

- ☐ so
- ☒ but
- ☐ because
- ☐ because of
- ☐ as

78 Choose the right conjunction. We were unable to finance the new projectsevere cash flow problems.

- ☐ though
- ☒ because of
- ☐ because
- ☐ so
- ☐ as

79 Choose the right prepositions. There are three candidates ...the position ...Sales and Marketing Director.

- ☐ for, at
- ☒ for, of
- ☐ on, in
- ☐ at, for
- ☐ in, for

80 Choose the right preposition. Thank you all once again your continuing support of the company.

- ☐ by
- ☒ for
- ☐ in
- ☐ to
- ☐ at

81 Complete the sentence: In order to get a full ... ,customers must send back goods in the original packaging.

- ☐ storage
- ☒ refund
- ☐ delivery
- ☐ discount
- ☐ bargain

82 Choose the synonym of the word: stakes

- ☐ notes
- ☒ holdings
- ☐ disposal
- ☐ capitalization
- ☐ bargain

83 Match the word or word combination to its definition. The highest price, value or rate reached.

- ☐ windfall
- ☒ peak
- ☐ demand
- ☐ depression
- ☐ barrier

84 Complete the sentence:is when the economy is growing slowly, or not at all.

- ☐ overdraft
- ☒ stagnation
- ☐ trough
- ☐ disposal
- ☐ breakthrough

85 Make up the sentence: exports/ of/ The/ imports/ value/ ever/ over/ is/ higher/ than .

- ☐ The over exports of value than ever is imports higher.
- ☒ The value of exports over imports is higher than ever.
- ☐ Exports than value higher is ever the imports of over.
- ☐ The exports is value of higher imports over than ever.
- ☐ The higher imports ever than exports is value of over.

86 Match the word or word combination to its definition. A period when the economy is getting smaller because it is producing less.

- ☐ windfall
- ☒ negative growth
- ☐ economic output
- ☐ overdraft
- ☐ breakthrough

87 Choose the opposite for the word: forgery

- ☐ slump
- ☒ original
- ☐ fraud
- ☐ scam
- ☐ bribe

88 Complete the sentence: With corporate social responsibility, companies are establishing systematic rules for their behaviour on moral, social and....issues.

- ☐ affirmative
- ☒ environmental
- ☐ laundering
- ☐ trading
- ☐ confident

89 Match the word or word combination to its definition. Measures that financial institutions take in order to stop knowledge in one department being used by another department to buy or sell shares.

- ☐ Affirmative action
- ☒ Chinese walls
- ☐ Insider trading
- ☐ Money laundering
- ☐ Cross-promotion

90 Match the word to its definition. The amount of goods and services that people want in a particular period.

- ☐ shortage
- ☒ demand
- ☐ defence
- ☐ slump
- ☐ disposal

91 Match the word to its definition. Illegal activities for making money.

- ☐ stagflation
- ☒ rackets
- ☐ sweetener
- ☐ boom
- ☐ flotation

92 Choose the opposite for the word: peak

- ☐ stock
- ☒ trough
- ☐ discount
- ☐ disposal
- ☐ growth

93 Match the word to its definition. A period when there is a negative growth.

- ☐ overdraft
- ☒ recession

- ☐ boom
- ☐ windfall
- ☐ increase

94 Choose the synonym of the word: level off

- ☐ level with
- ☒ level out
- ☐ level for
- ☐ level in
- ☐ level on

95 Complete the sentence: ...is when a group of investors work together to stop a financial market functioning as it should, to gain an advantage for themselves.

- ☐ negative growth
- ☒ market rigging
- ☐ insider trading
- ☐ price fixing
- ☐ market capitalization

96 Complete the sentence: Investors check that the firms don't exploit workers by using - employees working very long hours for very low wages.

- ☐ market rigging
- ☒ sweatshop labour
- ☐ Insider trading
- ☐ negative growth
- ☐ market capitalization

97 Complete the sentence: ...is when a group of companies in the same market secretly agree to set prices at certain level so that they do not have to compete with each other.

- ☐ negative growth
- ☒ price fixing
- ☐ market capitalization
- ☐ insider trading
- ☐ market rigging

98 Complete the sentence: ...is when someone buys or sells securities using information that is not publicly available.

- ☐ market capitalization
- ☒ insider trading
- ☐ price fixing
- ☐ market rigging
- ☐ negative growth

99 Match the word to its definition. A very bad slump.

- ☐ retirement
- ☒ depression
- ☐ overdraft
- ☐ windfall
- ☐ peak

100 Complete the sentence: Some professions have a code of ethics - rules or professionalthat control the way they behave.

- ☐ troughs
- ☒ guidelines
- ☐ interest
- ☐ disposal
- ☐ peaks

101 Complete the sentence: People who commit financial crimes can be....- made to pay a sum of money.

- ☐ listed
- ☒ fined
- ☐ involved
- ☐ increased
- ☐ plummet

102 Choose the synonym of the word: kickback

- ☐ trough
- ☒ sweetener
- ☐ overdraft
- ☐ slump
- ☐ recession

103 Choose the synonym of the word: behaviour

- ☐ target
- ☒ conduct
- ☐ bribe
- ☐ slump
- ☐ rigging

104 Choose the synonym of the word: steady

- ☐ large
- ☒ stable
- ☐ flexible
- ☐ senior
- ☐ small

105 Choose the wrong variant. Financial crimes may involve

- ☐ money laundering
- ☒ downshifting
- ☐ bribery
- ☐ embezzlement
- ☐ identity theft

106 Complete the sentence:is a type of fraud where someone illegally gets money from their employer.

- ☐ trough
- ☒ embezzlement

- ☐ depression
- ☐ windfall
- ☐ stagnation

107 Match the word or word combination to its definition. Hiding the illegal origin of money.

- ☐ flotation
- ☒ money laundering
- ☐ price fixing
- ☐ insider trading
- ☐ stagnation

108 Complete the sentence:is when there is slow growth, but prices are increasing fast.

- ☐ overdraft
- ☒ stagflation
- ☐ slump
- ☐ discount
- ☐ stock

109 Choose the synonym of the word: bribe

- ☐ trough
- ☒ backhander
- ☐ stagflation
- ☐ overdraft
- ☐ windfall

110 Choose the synonym of the word: counterfeiting

- ☐ windfall
- ☒ forgery
- ☐ discount
- ☐ stagnation
- ☐ stock

111 Choose the right conjunction. The best option is to buy new machinery the old machines are always breaking down.

- ☐ or
- ☒ because
- ☐ so
- ☐ because of
- ☐ though

112 Match the word to its definition. An illegal payment to persuade someone to do something.

- ☐ target
- ☒ bribe
- ☐ slump
- ☐ windfall
- ☐ trough

113 Complete the sentence:is when there is rising demand,fast economic growth,falling unemployment.

- ☐ breakthrough
- ☒ boom
- ☐ inflation
- ☐ depression
- ☐ windfall

114 Match the word to its definition. A very bad recession.

- ☐ flotation
- ☒ slump
- ☐ discount
- ☐ overdraft
- ☐ windfall

115 Match the word to its definition. Making an illegal payment.

- ☐ target
- ☒ bribery
- ☐ rigging
- ☐ laundering
- ☐ windfall

116 Complete the sentence: A new form of fraud is ...- where the criminal uses another person's details, for example their credit card, to make purchases.

- ☐ negative growth
- ☒ identity theft
- ☐ depression
- ☐ capitalization
- ☐ flotation

117 Match the word or word combination to its definition. The way that the atmosphere is getting hotter and causing warmer temperatures.

- ☐ fraud squad
- ☒ global warming
- ☐ carbon footprint
- ☐ negative growth
- ☐ carbon offset

118 Choose the right conjunction. The motivation of the sales is now increasingwe bought some new company cars.

- ☐ because of
- ☒ because
- ☐ but
- ☐ so
- ☐ though

119 Choose the right conjunction. Local competition is extremely strongwe are planning to buy out local competitors.

- ☐ as
- ☒ so
- ☐ because of

- ☐ because
- ☐ though

120 Choose the right conjunction. It is a difficult time for the industry our company is still growing.

- ☐ as
- ☒ but
- ☐ because
- ☐ for
- ☐ because of

121 Choose the right conjunction. There is a steady growth in sales profits are not rising.

- ☐ though
- ☒ but
- ☐ because
- ☐ so
- ☐ because of

122 Choose the right conjunction. Sales were not as good as they had hoped they launched a marketing campaign.

- ☐ as
- ☒ so
- ☐ yet
- ☐ because
- ☐ for

123 Choose the right prepositions. We have moved ...our new head office ...central London.

- ☐ at, in
- ☒ to, in
- ☐ on, in
- ☐ in, to
- ☐ to, at

124 Choose the right prepositions. Thanks very much ...listening ...my presentation.

- ☐ at, for
- ☒ for, to
- ☐ on, to
- ☐ for, of
- ☐ of, for

125 Choose the right prepositions. I've learned a lot ... lessons ... the companies I've worked

- ☐ of, of, from
- ☒ of, from, for
- ☐ in, for, in
- ☐ of, at, from
- ☐ from, of, to

126 Match the companies to the industry sector they belong to. Lenovo, Apple,Dell, Microsoft.

- ☐ Electronics

- ☒ IT (Information Technology)
- ☐ Pharmaceuticals
- ☐ Retail
- ☐ Engineering

127 Match the companies to the industry sector they belong to. Bayer, Johnson & Johnson, Novartis

- ☐ Transport
- ☒ Pharmaceuticals
- ☐ Retail
- ☐ Electronics
- ☐ IT (Information Technology)

128 Match the companies to the industry sector they belong to. BMW, General Motors, Nissan, Toyota.

- ☐ IT (Information Technology)
- ☒ Engineering
- ☐ Retail
- ☐ Pharmaceuticals
- ☐ Banking and finance

129 Match the companies to the industry sector they belong to. Qatar Airways, Ryanair.

- ☐ IT (Information Technology)
- ☒ Transport
- ☐ Electronics
- ☐ Banking and finance
- ☐ Pharmaceuticals

130 Match the companies to the industry sector they belong to. HSBC, ING.

- ☐ Transport
- ☒ Banking and finance
- ☐ Engineering
- ☐ IT (Information Technology)
- ☐ Retail

131 Match the companies to the industry sector they belong to. LG, Nokia, Samsung, Siemens.

- ☐ Retail
- ☒ Electronics
- ☐ Pharmaceuticals
- ☐ Banking and finance
- ☐ Transport

132 Match the companies to the industry sector they belong to. Ikea, Tesco, Wal-Mart, Zara.

- ☐ IT (Information Technology)
- ☒ Retail
- ☐ Engineering
- ☐ Banking and finance
- ☐ Transport

133 Match the word or word combination to its definition. The main building or location of a large

organization.

- ☐ parent company
- ☒ head office
- ☐ subsidiary
- ☐ turnover
- ☐ workforce

134 Match the word or word combination to its definition. The cost of a company's shares.

- ☐ turnover
- ☒ share price
- ☐ market share
- ☐ subsidiary
- ☐ workforce

135 Match the word or word combination to its definition. The employees in a particular country or business.

- ☐ head office
- ☒ workforce
- ☐ subsidiary
- ☐ net profit
- ☐ turnover

136 Match the word or word combination to its definition. A company which owns another company.

- ☐ head office
- ☒ parent company
- ☐ subsidiary
- ☐ market share
- ☐ turnover

137 Match the word or word combination to its definition. The amount of money a company receives from sales in a particular period.

- ☐ workforce
- ☒ turnover
- ☐ subsidiary
- ☐ net profit
- ☐ share price

138 Match the word or word combination to its definition. The money the company makes after taking away its costs and tax.

- ☐ turnover
- ☒ net profit
- ☐ share price
- ☐ market share
- ☐ subsidiary

139 Choose the right preposition. Pinelcom is committed creating and delivering value to its customers.

- ☐ by

- ☒ to
- ☐ at
- ☐ in
- ☐ for

140 Choose the right preposition. A huge increase production and rising demand have had a positive effect .

- ☐ to
- ☒ in
- ☐ for
- ☐ at
- ☐ on

141 Choose the right preposition. Turnover the close of the year was €83.5 million.

- ☐ of
- ☒ at
- ☐ in
- ☐ for
- ☐ to

142 Match the sentence with the right meaning. Ms Delgado is replacing Sandra as Office Manager untill next Friday.

- ☐ ongoing situation
- ☒ temporary situation
- ☐ future arrangement
- ☐ routine activity
- ☐ factual information

143 Match the sentence with the right meaning. We are opening our sixth subsidiary next month.

- ☐ factual information
- ☒ future arrangement
- ☐ temporary situation
- ☐ ongoing situation
- ☐ routine activity

144 Match the word to its definition. The overall period during which something should happen or to be completed.

- ☐ workforce
- ☒ timescale
- ☐ footprint
- ☐ breach
- ☐ turnover

145 Complete the sentence: The time for something is the period of time it takes to prepare and complete or deliver all or part of something.

- ☐ stable
- ☒ lead
- ☐ head
- ☐ bust

☐ slump

146 Complete the sentence: The times or dates when things in a plan should happen are its

- ☐ breach
- ☒ schedule
- ☐ overlap
- ☐ priority
- ☐ quality

147 Complete the sentence: If a project is completed at the planned time, the project is

- ☐ out of schedule
- ☒ on schedule
- ☐ behind schedule
- ☐ of schedule
- ☐ ahead of schedule

148 Complete the sentence: If a project is completed before the planned time, the project is

- ☐ out of schedule
- ☒ ahead of schedule
- ☐ on schedule
- ☐ behind schedule
- ☐ of schedule

149 Complete the sentence: If a project is completed later than planned, the project is

- ☐ ahead of schedule
- ☒ behind schedule
- ☐ out of schedule
- ☐ on schedule
- ☐ of schedule

150 Complete the sentence: If something happens later than planned, it is

- ☐ referred
- ☒ delayed
- ☐ chilled
- ☐ fixed
- ☐ forced

151 Match the word or word combination to its definition. A period when a machine or computer cannot be used because it is not working.

- ☐ fixed time
- ☒ downtime
- ☐ overlap
- ☐ timescale
- ☐ lead time

152 Match the word or word to its definition. A carefully planned piece of work to produce something new.

- ☐ a recession
- ☒ a project

- ☐ a footprint
- ☐ an emission
- ☐ a fraud

153 Complete the sentence: If the stages- the second one starts before the first finishes.

- ☐ write-off
- ☒ overlap
- ☐ oversubscribe
- ☐ demerge
- ☐ retain

154 Complete the sentence: If the stages are : they run in parallel - they happen at the same time.

- ☐ chilled
- ☒ simultaneous
- ☐ overlap
- ☐ oversubscribe
- ☐ environmental

155 Complete the sentence: Big projects often include bonus payments for completion early or on time, andfor late completion.

- ☐ peaks
- ☒ penalties
- ☐ issues
- ☐ emissions
- ☐ breaches

156 Choose the right prepositions. Lots ...company employees go ...time-management courses.

- ☐ of, in
- ☒ of, on
- ☐ in, to
- ☐ of, to
- ☐ on, in

157 Choose the synonym of the word: calendar

- ☐ peak
- ☒ diary
- ☐ stake
- ☐ fraud
- ☐ backhander

158 Match the word or word combination to its definition. Small pocket-size computers.

- ☐ changing hands
- ☒ personal organizers
- ☐ carbon footprints
- ☐ ethnic minorities
- ☐ identity theft

159 Match the word or word combination to its definition. To put things in order of importance.

- ☐ to overlap

- ☒ to prioritize
- ☐ to interrupt
- ☐ to merge
- ☐ to wind up

160 Choose the synonym of the word: interruption

- ☐ recession
- ☒ distraction
- ☐ emissions
- ☐ fraud
- ☐ footprint

161 Match the word to its definition. Things which stop you doing what you had planned.

- ☐ derivatives
- ☒ interruptions
- ☐ exports
- ☐ penalties
- ☐ bonds

162 Choose the right conjunction. Some people choose to work from home to be nearer their families.

- ☐ in order to
- ☒ so as
- ☐ though
- ☐ but
- ☐ because of

163 Choose the synonym of the word: challenging

- ☐ following
- ☒ difficult
- ☐ professional
- ☐ environmental
- ☐ steady

164 Complete the sentence: He's completely - so stressed and tired by his work that he will never be able to work again.

- ☐ underspent
- ☒ burned out
- ☐ paid off
- ☐ demutualized
- ☐ demerged

165 Match the word to its definition. Choosing to work in less stressful ways.

- ☐ stagnation
- ☒ downshifting
- ☐ oversubscribe
- ☐ backhander
- ☐ distraction

166 Choose the synonym of the word: downshifting

- ☐ fraud
- ☒ rebalancing
- ☐ breach
- ☐ bargain
- ☐ pressure

167 Complete the sentence: Managers and army officers give orders and their - people working under them - carry them out in a system of command and control.

- ☐ competitors
- ☒ subordinates
- ☐ leaderships
- ☐ stakeholders
- ☐ debtors

168 Match the word to its definition. An attractive quality that makes other people admire them and want to follow them.

- ☐ emissions
- ☒ charisma
- ☐ breach
- ☐ fraud
- ☐ footprints

169 Match the word to its definition. A person who has the power to see clearly how things are going to develop in the future.

- ☐ predator
- ☒ visionary
- ☐ speculator
- ☐ backhander
- ☐ trader

170 Match the word to its definition. Planned effort to achieve something.

- ☐ bust
- ☒ drive
- ☐ diary
- ☐ breach
- ☐ scam

171 Match the word to its definition. A lot of ideas and enthusiasm.

- ☐ barrier
- ☒ dynamism
- ☐ breach
- ☐ scam
- ☐ stagflation

172 Match the word to its definition. The power to be physically and mentally active.

- ☐ breach
- ☒ energy

- ☐ scam
- ☐ peak
- ☐ slump

173 Choose the synonym of the word: charismatic

- ☐ rival
- ☒ attractive
- ☐ stable
- ☐ bearish
- ☐ personal

174 Match the word to its definition. Not easy to get to know or communicate with.

- ☐ stable
- ☒ distant
- ☐ accessible
- ☐ rival
- ☐ affirmative

175 Match the word to its definition. Easy to meet and to talk to.

- ☐ rival
- ☒ accessible
- ☐ remote
- ☐ personal
- ☐ bearish

176 Complete the sentence. Now managers want to involve employees in a process of- getting everyone to participate in making decisions that will affect them.

- ☐ stagnation
- ☒ consultation
- ☐ dynamism
- ☐ visionary
- ☐ bargain

177 Match the word combination to its definition. A situation where most people agree with the decisions taken.

- ☐ income statement
- ☒ management by consensus
- ☐ top-down approach
- ☐ negative equity
- ☐ window dressing

178 Match the word combination to its definition. Forcing people to accept ideas that they did not agree with.

- ☐ income statement
- ☒ top-down approach
- ☐ window dressing
- ☐ management by consensus
- ☐ negative equity

179 Choose the synonym of the word: remote

- ☐ negative
- ☒ distant
- ☐ accessible
- ☐ personal
- ☐ rival

180 Choose the synonym of the word: accessible

- ☐ attractive
- ☒ approachable
- ☐ remote
- ☐ competitive
- ☐ bearish

181 Choose the opposite for the word: remote

- ☐ competitive
- ☒ approachable
- ☐ bearish
- ☐ distant
- ☐ stable

182 Match the word to its definition. Encouraging employees to use their own initiative to take decisions on their own without asking managers first.

- ☐ downshifting
- ☒ empowerment
- ☐ bargain
- ☐ stagflation
- ☐ footprint

183 Match the word to its definition. To give other people responsibility for work rather than doing it all themselves.

- ☐ to issue
- ☒ to delegate
- ☐ to deal
- ☐ to accept
- ☐ to surge

184 Complete the sentence with the correct ending. They don't have an online catalogue.....

- ☐ so we didn't have to discuss the deal any further.
- ☒ so we have to ask them to send us one.
- ☐ which means they don't have to queue.
- ☐ so we had to order some more.
- ☐ so she won't have to drive to work anymore.

185 Complete the sentence with the correct ending. They usually order online....

- ☐ so we have to ask them to send us one.
- ☒ which means they don't have to queue.
- ☐ so we had to order some more.

- ☐ so she won't have to drive to work anymore.
- ☐ so we didn't have to discuss the deal any further.

186 Complete the sentence with the correct ending. We didn't have any more paper in stock

- ☐ so we'll have to exchange them.
- ☒ so we had to order some more.
- ☐ so she won't have to drive to work anymore.
- ☐ so we didn't have to discuss the deal any further.
- ☐ which means they don't have to queue.

187 Complete the sentence with the correct ending. Her new flat is near her workplace.....

- ☐ so we have to ask them to send us one.
- ☒ so she won't have to drive to work anymore.
- ☐ so we didn't have to discuss the deal any further.
- ☐ which means they don't have to queue.
- ☐ so we had to order some more.

188 Complete the sentence with the correct ending. They say some of the goods are damaged.....

- ☐ so she won't have to drive to work anymore.
- ☒ so we'll have to exchange them.
- ☐ so we didn't have to discuss the deal any further.
- ☐ which means they don't have to queue.
- ☐ so we had to order some more.

189 Complete the sentence with the correct ending. We were all in agreement

- ☐ so we have to ask them to send us one.
- ☒ so we didn't have to discuss the deal any further.
- ☐ so she won't have to drive to work anymore.
- ☐ so we had to order some more.
- ☐ which means they don't have to queue.

190 Match the word or word combination to its definition. An area or building with a number of shops.

- ☐ stock house
- ☒ shopping center
- ☐ organizations
- ☐ financial market
- ☐ stock market

191 Match the word or word combination to its definition. Another name for a /producer/

- ☐ cook
- ☒ manufacturer
- ☐ seller
- ☐ buyer
- ☐ caller

192 Match the word or word combination to its definition. A promise to return your money if you are not happy.

- ☐ credit-card details

- ☒ money-back guarantee
- ☐ method of payment
- ☐ after-sales service
- ☐ cooling - off period

193 Match the word or word combination to its definition. The way you pay for the goods you want.

- ☐ after-sales service
- ☒ method of payment
- ☐ loyalty-card scheme
- ☐ cooling - off period
- ☐ credit-card details

194 Match the word or word combination to its definition. The help you get from a company when you start to use their product.

- ☐ cooling - off period
- ☒ after-sales service
- ☐ credit-card details
- ☐ method of payment
- ☐ loyalty-card scheme

195 Match the word or word combination to its definition. The name, number and expiry date on your payment card.

- ☐ after-sales service
- ☒ credit-card details
- ☐ cooling - off period
- ☐ loyalty-card scheme
- ☐ method of payment

196 Complete the sentence: Ais a person or company that sells goods in large quantities to business.

- ☐ broker
- ☒ wholesaler
- ☐ representative
- ☐ dealer
- ☐ buyer

197 Complete the sentence: Alwaysthe small print before you sign a sales contract.

- ☐ damage
- ☒ read
- ☐ write
- ☐ order
- ☐ have

198 Complete the sentence: ... is a request by a customer for goods or services.

- ☐ workplace
- ☒ order
- ☐ activity
- ☐ regard
- ☐ hospitality

199 Complete the sentence: When the goods you require are not available they are

- ☐ dispatched
- ☒ out of stock
- ☐ confident
- ☐ rejected
- ☐ in stock

200 Complete the sentence: Goods are kept in our until ready for delivery.

- ☐ bargain
- ☒ warehouse
- ☐ turnover
- ☐ mail
- ☐ industry

201 Complete the sentence: Goods will be ... within 24 hours of your order.

- ☐ exchanged
- ☒ dispatched
- ☐ purchased
- ☐ increased
- ☐ placed

202 Complete the sentence: A ... is a company or a person that sells goods to members of the public.

- ☐ broker
- ☒ retailer
- ☐ teacher
- ☐ secretary
- ☐ purchaser

203 Complete the sentence: If you buy goods in, you buy large amounts of them.

- ☐ minority
- ☒ bulk
- ☐ service
- ☐ credit
- ☐ refund

204 Complete the sentence: A... is a large area where there are lot of shops, usually a covered area where cars cannot go.

- ☐ head office
- ☒ mall
- ☐ industry
- ☐ town
- ☐ restaurant

205 Complete the sentence: Products and services offered at a large discount are generally a (an)

- ☐ increase
- ☒ bargain
- ☐ sale
- ☐ offer

☐ stock

206 Complete the sentence: ... means to send goods to a place .

- ☐ to improve
- ☒ to dispatch
- ☐ to walk
- ☐ to prepare
- ☐ to cover

207 Complete the sentence: Do not ... to contact us if you need further information.

- ☐ orginize
- ☒ hesitate
- ☐ deliver
- ☐ open
- ☐ offer

208 Match the sentence to the right meaning expressed by the modal verb. We have to work very hard to reach our sales targets.

- ☐ It is against the law.
- ☒ It is necessary.
- ☐ It would be a good idea.
- ☐ It is not necessary.
- ☐ Don't do that!

209 Match the sentence to the right meaning expressed by the modal verb. You should order online, it's more convenient.

- ☐ It is not necessary.
- ☒ It would be a good idea.
- ☐ It is necessary.
- ☐ Don't do that!
- ☐ It is against the law.

210 Match the sentence to the right meaning expressed by the modal verb. You mustn't show your PIN to anyone.

- ☐ It is against the law.
- ☒ Don't do that!
- ☐ It is necessary.
- ☐ It would be a good idea.
- ☐ It is not necessary.

211 Match the sentence to the right meaning expressed by the modal verb. The supermarket is just down the road so we don't have to take the car.

- ☐ Don't do that!
- ☒ It is not necessary.
- ☐ It is against the law.
- ☐ It is necessary.
- ☐ It would be a good idea.

212 Match the sentence to a suitable ending. My business is quite small,....

- ☐ so you'll have to buy it on disk.
- ☒ so I have to be very careful with cashflow.
- ☐ so you must be confident.
- ☐ so we don't need to work over the weekend.
- ☐ so I don't have to worry about a bank loan.

213 Match the sentence to a suitable ending. I can pay for the house now,.....

- ☐ so you must be confident.
- ☒ so I don't have to worry about a bank loan.
- ☐ so we must not offer any further discounts.
- ☐ so you'll have to buy it on disk.
- ☐ so I have to be very careful with cashflow.

214 Match the sentence to a suitable ending. Our profit margin is low,....

- ☐ so you'll have to buy it on disk.
- ☒ so we must not offer any further discounts.
- ☐ so I have to be very careful with cashflow.
- ☐ so you must be confident.
- ☐ so we don't need to work over the weekend.

215 Match the sentence to a suitable ending. It isn't available as a download,....

- ☐ so we don't need to work over the weekend.
- ☒ so you'll have to buy it on disk.
- ☐ so I have to be very careful with cashflow.
- ☐ so we must not offer any further discounts.
- ☐ so you must be confident.

216 Match the sentence to a suitable ending. We've reached our sales targets,....

- ☐ so you must be confident.
- ☒ so we don't need to work over the weekend.
- ☐ so I don't have to worry about a bank loan.
- ☐ so we must not offer any further discounts.
- ☐ so you'll have to buy it on disk.

217 Match the sentence to a suitable ending. The job involves sales presentations,....

- ☐ so I don't have to worry about a bank loan.
- ☒ so you must be confident.
- ☐ so I have to be very careful with cashflow.
- ☐ so we must not offer any further discounts.
- ☐ so you'll have to buy it on disk.

218 Complete the sentence: We offer a ... to customers who buy in bulk.

- ☐ bargain
- ☒ discount
- ☐ delivery
- ☐ refund
- ☐ storage

219 Complete the sentence: ... means to give someone their money back, because they are not

satisfied with what they have bought.

- ☐ to cover
- ☒ to refund
- ☐ to damage
- ☐ to order
- ☐ to carry

220 Match the word partnership to its definition. The way that companies in general behave, the way business is done in a particular place.

- ☐ macho culture
- ☒ business culture
- ☐ long-hours culture
- ☐ sales culture
- ☐ corporate culture

221 Match the word partnership to its definition. The way a particular company works and the things that its employees believe are important.

- ☐ sales culture
- ☒ corporate culture
- ☐ macho culture
- ☐ learning culture
- ☐ long-hours culture

222 Match the word partnership to its definition. The values typically associated with men-strength,etc.

- ☐ corporate culture
- ☒ macho culture
- ☐ sales culture
- ☐ business culture
- ☐ learning culture

223 Complete the sentence:where people are expected to work a long time each day.

- ☐ sales culture
- ☒ long-hours culture
- ☐ corporate culture
- ☐ macho culture
- ☐ learning culture

224 Complete the sentence:when selling is seen as the most important thing in an organization, rather than other activities.

- ☐ learning culture
- ☒ sales culture
- ☐ macho culture
- ☐ corporate culture
- ☐ long-hours culture

225 Complete the sentence:....when learning and innovation are seen as important.

- ☐ macho culture

- ☒ learning culture
- ☐ long-hours culture
- ☐ business culture
- ☐ sales culture

226 Match the word to its definition. Fixed ideas that may not be true.

- ☐ breaches
- ☒ stereotypes
- ☐ lifestyles
- ☐ interruptions
- ☐ distractions

227 Choose the right prepositions. A company's culture depends ... a large extent ... the country it is based

- ☐ -, in, on
- ☒ to, on, in
- ☐ to, -, in
- ☐ on, to, in
- ☐ on, in, -

228 Choose the synonym of the word: holiday

- ☐ extension
- ☒ vacation
- ☐ peak
- ☐ target
- ☐ fraud

229 Choose the synonym of the word: deference

- ☐ activity
- ☒ respect
- ☐ culture
- ☐ fraud
- ☐ delivery

230 Choose the synonym of the word: reservation

- ☐ distance
- ☒ booking
- ☐ consultation
- ☐ extension
- ☐ activity

231 Complete the sentence: Insocieties the connections between individuals are loose - everyone is expected to look after themselves and just their immediate family.

- ☐ industrial
- ☒ individualist
- ☐ collectivist
- ☐ office
- ☐ ethnic

232 Complete the sentence: Insocieties people are part of strong groups, often extended families.

- ☐ ethnic
- ☒ collectivist
- ☐ office
- ☐ individualist
- ☐ industrial

233 Match the word to its definition. The way individuals form and behave in social groups.

- ☐ target
- ☒ individualism
- ☐ consultation
- ☐ minority
- ☐ refund

234 Complete the sentence: Among some managers there is a culture of - being at work when you don't really need to be.

- ☐ individualism
- ☒ presenteeism
- ☐ collectivism
- ☐ consultation
- ☐ dimension

235 Choose the synonym of the word: boundaries

- ☐ skills
- ☒ limits
- ☐ peaks
- ☐ styles
- ☐ sales

236 Match the word to its definition. A movement or position of the hand, arm, body, head, or face to express an idea, emotion.

- ☐ dimension
- ☒ gesture
- ☐ extension
- ☐ order
- ☐ skill

237 Match the word to its definition. The quality of being funny.

- ☐ dimension
- ☒ humour
- ☐ distance
- ☐ extension
- ☐ gesture

238 Make up the sentence: companies/ Many/ completely/ month/ down/ that/ close.

- ☐ Many that month companies down completely close.
- ☒ Many companies close down completely that month.
- ☐ Companies close many completely down that month.

- ☐ Down many companies that completely close month.
- ☐ Many completely month companies that down close.

239 Match the word to its definition. A traditional phone plugged into the wall.

- ☐ 3G phone
- ☒ landline
- ☐ cordless phone
- ☐ payphone
- ☐ cellphone

240 Match the word to its definition. A phone in a public place place operated with coins or phone card.

- ☐ webcam
- ☒ payphone
- ☐ cellphone
- ☐ extension
- ☐ landline

241 Match the word to its definition. A phone you can carry with you and use anywhere.

- ☐ landline
- ☒ cellphone
- ☐ extension
- ☐ webcam
- ☐ payphone

242 Match the word to its definition. A mobile phone that also connects you to the mobile Internet at relatively high speeds.

- ☐ videoconferencing
- ☒ 3G phone
- ☐ landline
- ☐ extension
- ☐ payphone

243 Match the word to its definition. One of a number of phones on the same line, in a home or office.

- ☐ payphone
- ☒ extension
- ☐ webcam
- ☐ booking line
- ☐ 3G phone

244 Match the word to its definition. A phone extension not attached by a wire that you can use when you are walking around the house, outside in the garden, etc.

- ☐ payphone
- ☒ cordless phone
- ☐ cellphone
- ☐ extension
- ☐ landline

245 Match the word to its definition. A camera attached to a computer so that two people connected

over the Internet can see each other and talk to each other using the microphone.

- ☐ cordless phone
- ☒ webcam
- ☐ landline
- ☐ cellphone
- ☐ extension

246 Complete the sentence:allows several people in one place to see people in another location and hold a meeting together.

- ☐ extension
- ☒ videoconferencing
- ☐ cordless phone
- ☐ landline
- ☐ cellphone

247 Match the word partnership to its definition. to take advantage of an opportunity

- ☐ to make somebody look or feel more important
- ☒ to do something when you get the chance to do it
- ☐ to make an important discovery or change
- ☐ to offer a larger variety of goods
- ☐ to do or provide something that is necessary

248 Match the word partnership to its definition. to enter a market

- ☐ to offer a larger variety of goods
- ☒ to start selling goods or services in a new area
- ☐ to make an important discovery or change
- ☐ to do something when you get the chance to do it
- ☐ to do or provide something that is necessary

249 Match the word partnership to its definition. to extend a product range

- ☐ to make an important discovery or change
- ☒ to offer a larger variety of goods
- ☐ to make somebody look or feel more important
- ☐ to start selling goods or services in a new area
- ☐ to do something when you get the chance to do it

250 Match the word partnership to its definition. to make a breakthrough

- ☐ to start selling goods or services in a new area
- ☒ to make an important discovery or change
- ☐ to do something when you get the chance to do it
- ☐ to do or provide something that is necessary
- ☐ to make somebody look or feel more important

251 Match the word partnership to its definition. to raise somebody's status

- ☐ to do or provide something that is necessary
- ☒ to make somebody look or feel more important
- ☐ to do something when you get the chance to do it
- ☐ to start selling goods or services in a new area

- ☐ to offer a larger variety of goods

252 Match the word partnership to its definition. to meet a need

- ☐ to do something when you get the chance to do it
☒ to do or provide something that is necessary
☐ to make an important discovery or change
☐ to make somebody look or feel more important
☐ to offer a larger variety of goods

253 Complete the sentence: We plan to offer free ice-cream to all consumers one day a year to ... awareness of the company.

- ☐ break
☒ raise
☐ reduce
☐ link
☐ treat

254 Complete the sentence: Some people buy luxury products because such products ... their status and give them a new, more upmarket image.

- ☐ reduce
☒ raise
☐ target
☐ lease
☐ turn

255 Match the sentence to a suitable ending. As they had an exciting idea to promote,.....

- ☐ and asked them to talk about innovation and change.
☒ they decided to exhibit at the Inventors' Fair.
☐ when they saw an opening in the market.
☐ and sold 3 million of the devices in 80 days.
☐ when suddenly Jackson announced that he was stepping down as General Manager.

256 Match the sentence to a suitable ending. Apple released the first iPad in April 2010.....

- ☐ they decided to exhibit at the Inventors' Fair.
☒ and sold 3 million of the devices in 80 days.
☐ when suddenly Jackson announced that he was stepping down as General Manager.
☐ that they were exhibiting at the Inventors' Fair.
☐ when they saw an opening in the market.

257 Match the sentence to a suitable ending. They invited high-profile entrepreneurs on TV

- ☐ when suddenly Jackson announced that he was stepping down as General Manager.
☒ and asked them to talk about innovation and change.
☐ and sold 3 million of the devices in 80 days.
☐ when they saw an opening in the market.
☐ they decided to exhibit at the Inventors' Fair.

258 Complete the sentence: Industrialised countries should try to ... waste instead of exporting it.

- ☐ turn down
☒ reduce

- ☐ set up
- ☐ look for
- ☐ carry

259 Complete the sentence: I can't find a solution to all problems, of course, but I ... my best.

- ☐ sell
- ☒ do
- ☐ make
- ☐ increase
- ☐ decide

260 Complete the sentence: A lot of people want to ... part time work when they retire.

- ☐ break
- ☒ do
- ☐ launch
- ☐ treat
- ☐ deliver

261 Complete the sentence: If you continue to be late for work you will ... the sack.

- ☐ stay
- ☒ get
- ☐ make
- ☐ treat
- ☐ do

262 Complete the sentence: Pollution is a big problem in our city and we are trying all sorts of ideas to ... it.

- ☐ treat
- ☒ reduce
- ☐ deliver
- ☐ do
- ☐ rise

263 Complete the sentence: I'll talk to the manager during the break if I ... the chance.

- ☐ do
- ☒ get
- ☐ reduce
- ☐ treat
- ☐ rise

264 Complete the sentence: We ask consumers who are not fully satisfied to ... goods with seven days.

- ☐ bargain
- ☒ return
- ☐ discount
- ☐ delivery
- ☐ sale

265 Choose the right form of the verb-noun combination. To develop

- ☐ a need
- ☒ a business idea
- ☐ a range
- ☐ a breakthrough
- ☐ the environment

266 Choose the right form of the verb-noun combination. To extend

- ☐ advantage
- ☒ a range
- ☐ a need
- ☐ an award
- ☐ the environment

267 Choose the right form of the verb-noun combination. To win

- ☐ a need
- ☒ an award
- ☐ a range
- ☐ a business idea
- ☐ the environment

268 Choose the right prepositions. Most ... the best ideas are discovered ... accident.

- ☐ with, on
- ☒ of, by
- ☐ of, with
- ☐ on, to
- ☐ in, by

269 Make up the sentence: development/ is/ business/ the/ Research/ great/ key/ ideas/ and/ to

- ☐ Research great and the business is development to ideas key.
- ☒ Research and development is the key to great business ideas.
- ☐ Research is great to development ideas business and the key.
- ☐ Research and great the business to development is key ideas.
- ☐ Research and is great the development to ideas business key.

270 Match the word combination to its definition. An important source of information about your business contacts.

- ☐ credit cards
- ☒ business cards
- ☐ loyalty cards
- ☐ discount cards
- ☐ research cards

271 Complete the sentence: Business cards may help you understand theof the company you are dealing with.

- ☐ distance
- ☒ hierarchy
- ☐ delivery
- ☐ bargain
- ☐ extension

272 Choose the synonym of the word: family name

- ☐ address
- ☒ surname
- ☐ business name
- ☐ company name
- ☐ title

273 Match the word combination to its definition. The official name of someone's job.

- ☐ first name
- ☒ job title
- ☐ middle initial
- ☐ surname
- ☐ family name

274 Complete the sentence: Phone numbers, email address, postal address, etc. are

- ☐ company name
- ☒ contact details
- ☐ job title
- ☐ middle initial
- ☐ family name

275 Complete the phrase with the correct verb: ...to the dentist

- ☐ waiting
- ☒ going
- ☐ finding
- ☐ making
- ☐ taking

276 Complete the phrase with the correct verb: ...in a long queue

- ☐ travelling
- ☒ waiting
- ☐ going
- ☐ taking
- ☐ having

277 Complete the phrase with the correct verb: ...stuck in a traffic jam

- ☐ making
- ☒ being
- ☐ finding
- ☐ going
- ☐ travelling

278 Complete the phrase with the correct verb: ...a parking space

- ☐ waiting
- ☒ finding
- ☐ shopping
- ☐ travelling
- ☐ going

279 Complete the phrase with the correct verb: ...an interview

- ☐ waiting
- ☒ having
- ☐ shopping
- ☐ travelling
- ☐ being

280 Complete the phrase with the correct verb: ...a speech

- ☐ travelling
- ☒ making
- ☐ waiting
- ☐ going
- ☐ shopping

281 Complete the phrase with the correct verb: ...by air

- ☐ having
- ☒ travelling
- ☐ finding
- ☐ shopping
- ☐ waiting

282 Match the word or word combination to its definition. A system where employees choose the time they start and finish work each day.

- ☐ workaholic
- ☒ flexitime
- ☐ working environment
- ☐ deadline
- ☐ workload

283 Match the word or word combination to its definition. A time or date by which you have to do something

- ☐ lifestyle
- ☒ deadline
- ☐ flexitime
- ☐ workaholic
- ☐ working environment

284 Match the word or word combination to its definition. How personally satisfied you are with the way you live and work.

- ☐ workload
- ☒ quality of life
- ☐ working environment
- ☐ flexitime
- ☐ lifestyle

285 Match the word or word combination to its definition. Someone who cannot stop working and has no time for anything else.

- ☐ flexitime

- ☒ workaholic
- ☐ deadline
- ☐ working environment
- ☐ lifestyle

286 Match the word or word combination to its definition. The ability to give a good amount of time to your work and to outside interests, e.g. family.

- ☐ workaholic
- ☒ work-life balance
- ☐ workload
- ☐ flexitime
- ☐ deadline

287 Match the word or word combination to its definition. The amount of work a person is expected to do.

- ☐ deadline
- ☒ workload
- ☐ flexitime
- ☐ workaholic
- ☐ working environment

288 Match the word or word combination to its definition. The people, things and atmosphere around you at work.

- ☐ quality of life
- ☒ working environment
- ☐ lifestyle
- ☐ flexitime
- ☐ workload

289 Match the word or word combination to its definition. The way people choose to organise their lives.

- ☐ workaholic
- ☒ lifestyle
- ☐ deadline
- ☐ workload
- ☐ working environment

290 Complete the sentence with an appropriate word. I work six days a week and never have a holiday. My girlfriend says I'm a

- ☐ backhander
- ☒ workaholic
- ☐ workload
- ☐ speculator
- ☐ visionary

291 Complete the sentence with an appropriate word or phrase. I worked until 11 o'clock at night to meet the for presenting the report.

- ☐ lifestyle
- ☒ deadline

- ☐ flexitime
- ☐ working environment
- ☐ workload

292 Complete the sentence with an appropriate word or phrase. Karl has a heavy at the moment because several colleagues are off sick.

- ☐ landline
- ☒ workload
- ☐ deadline
- ☐ flexitime
- ☐ distance

293 Complete the sentence with an appropriate word or phrase. A clean, quiet, comfortable and friendly can actively reduce levels of stress.

- ☐ discount
- ☒ working environment
- ☐ workload
- ☐ distance
- ☐ deadline

294 Make up the sentence: are only/ at work/ many men/ under pressure/ by contrast,

- ☐ Under pressure many men by contrast, are only at work.
- ☒ By contrast, many men are only under pressure at work.
- ☐ Many men are only at work by contrast, under pressure.
- ☐ At work by contrast, many men under pressure are only.
- ☐ Many men under pressure by contrast, are only at work.

295 Make up the sentence: come from/ from work/ home and/ These pressures

- ☐ From work come from these pressures home and.
- ☒ These pressures come from home and from work.
- ☐ Come from these pressures from work home and.
- ☐ Home and from work these pressures come from.
- ☐ These pressures home and come from from work.

296 Make up the sentence: handle stress/ but men and/ very differently/ women generally

- ☐ Handle stress women generally but men and very differently.
- ☒ But men and women generally handle stress very differently.
- ☐ Very differently handle stress but men and women generally.
- ☐ Women generally very differently handle stress but men and.
- ☐ But men and very different handle stress women generally.

297 Choose the right prepositions. Being stuck...a traffic jam on your way...work can be quite stressful.

- ☐ to, on
- ☒ in, to
- ☐ on, for
- ☐ of, about
- ☐ for, on

298 Choose the right prepositions. In Ireland,... example, the economy is shrinking and business owners are worried ...how they will keep their business alive.

- ☐ to, on
- ☒ for, about
- ☐ on, for
- ☐ of, on
- ☐ in, at

299 Choose the right prepositions. Gentaro is part ...a multinational company based... Milan.

- ☐ of, on
- ☒ of, in
- ☐ on, on
- ☐ in, to
- ☐ for, on

300 Choose the right prepositions. I wish I could relax a bit more instead ... having to work... strict deadlines all the time.

- ☐ with, on
- ☒ of, to
- ☐ on, for
- ☐ in, at
- ☐ for, on

301 Choose the right prepositions. Lisa worked untill 11 o'clock ... night to meet the deadline ... presenting the report.

- ☐ of, for
- ☒ at, for
- ☐ on, of
- ☐ in, to
- ☐ at, in

302 Choose the right prepositions. Mike says going... a stress counsellor is out... the question.

- ☐ for, to
- ☒ to, of
- ☐ on, in
- ☐ in, on
- ☐ at, in

303 Choose the right preposition. The finance sector changed dramatically.... the past five years.

- ☐ at
- ☒ over
- ☐ about
- ☐ for
- ☐ out

304 Choose the right preposition. Stress levels have increased.... recent years.

- ☐ on
- ☒ in

- ☐ of
- ☐ at
- ☐ to

305 Choose the right preposition. Many employees worry the future.

- ☐ at
- ☒ about
- ☐ under
- ☐ in
- ☐ since

306 Choose the right preposition. I think we should carry ... a survey.

- ☐ if
- ☒ out
- ☐ but
- ☐ under
- ☐ at

307 Complete the sentence:contains email waiting for you to read.

- ☐ attach
- ☒ inbox
- ☐ subject
- ☐ delete
- ☐ reply

308 Complete the sentence:allows you to get rid of an email you don't want to keep.

- ☐ inbox
- ☒ delete
- ☐ reply
- ☐ subject
- ☐ attach

309 Complete the sentence:allows you to send an answer back to the person who sent the email.

- ☐ attach
- ☒ reply
- ☐ subject
- ☐ inbox
- ☐ delete

310 Complete the sentence:- a document that you attach to and send with an email.

- ☐ inbox
- ☒ attachment
- ☐ delete
- ☐ attach
- ☐ subject

311 Choose the synonym of the word: delete

- ☐ wait
- ☒ get rid of

- ☐ copy
- ☐ dispatch
- ☐ answer

312 Choose the synonym of the word: seriousness

- ☐ relation
- ☒ formality
- ☐ reply
- ☐ document
- ☐ network

313 Match the word or word combination to its definition. The first page of a fax showing who it's from, who it's to, etc.

- ☐ find attached
- ☒ fax cover sheet
- ☐ fax number
- ☐ confidential information
- ☐ intended recipient

314 Match the word or word combination to its definition. Things that others should not know.

- ☐ attachment
- ☒ confidential information
- ☐ intended recipient
- ☐ fax cover sheet
- ☐ find attached

315 Match the word or word combination to its definition. The person who should receive the fax.

- ☐ fax cover sheet
- ☒ intended recipient
- ☐ formality
- ☐ confidential information
- ☐ find attached

316 Choose the right prepositions. Thank youthe latest versionthe network equipment supply contract that you sent....email last month.

- ☐ in, of, about
- ☒ for, of, by
- ☐ on, for, in
- ☐ at, for, on
- ☐ about, at, for

317 Choose the wrong email ending.

- ☐ Yours faithfully
- ☒ Sincere yours
- ☐ Best wishes
- ☐ Regards
- ☐ All the best

318 Choose the synonym of the word: per annum

- ☐ per hour
- ☒ per year
- ☐ per cent
- ☐ per day
- ☐ per capita

319 Choose the synonym of the word: qualifications

- ☐ bust
- ☒ background
- ☐ bargain
- ☐ backhander
- ☐ breakthrough

320 Match the word or word combination to its definition. The person who can speak two languages.

- ☐ attached
- ☒ bilingual
- ☐ available
- ☐ stimulating
- ☐ mentioned

321 Choose the right prepositions. I am available ... interview ...the date that you mention.

- ☐ about, in
- ☒ for, on
- ☐ in, at
- ☐ on, from
- ☐ from, of

322 Choose the right prepositions. I look forward...hearing...you.

- ☐ about, of
- ☒ to, from
- ☐ for, on
- ☐ from, at
- ☐ at, in

323 Choose the right prepositions. I am writingreference.... your adnetwork engineers.

- ☐ in, of, about
- ☒ with, to, for
- ☐ on, in, from
- ☐ from, at, in
- ☐ to, at, of

324 Choose the right prepositions. Thank you...letting me have the final changes...the contract suggested...your lawyers.

- ☐ to, on, with
- ☒ for, in, by
- ☐ on, in, from
- ☐ from, at, in
- ☐ by, of, to

325 Form the word partnerships: 1) convenient; 2) local; 3) efficient a) food; b) service; c) location

- ☐ 1-b; 2-c; 3-a
- ☒ 1-c; 2-a; 3-b
- ☐ 1-a; 2-b; 3-c
- ☐ 1-b; 2-a; 3-c
- ☐ 1-c; 2-b; 3-a

326 Form the word partnerships: 1) cosy; 2) local; 3) reasonable a) prices; b) atmosphere; c) entertainment

- ☐ 1-a; 2-c; 3-b
- ☒ 1-b; 2-c; 3-a
- ☐ 1-a; 2-b; 3-c
- ☐ 1-b; 2-a; 3-c
- ☐ 1-c; 2-b; 3-a

327 Find the extra word:

- ☐ venison
- ☒ cabbage
- ☐ lamb
- ☐ pork
- ☐ veal

328 Find the extra word:

- ☐ cabbage
- ☒ lamb
- ☐ cucumber
- ☐ onion
- ☐ spinach

329 Find the extra word:

- ☐ tuna
- ☒ chicken
- ☐ crab
- ☐ lobster
- ☐ salmon

330 Complete the sentence: Many people have only twoa day: breakfast and dinner.

- ☐ courses
- ☒ meals
- ☐ cooks
- ☐ cuisine
- ☐ dishes

331 Complete the sentence: Jane invited me round for dinner last night. Her husband is a wonderful

- ☐ dishing
- ☒ cook
- ☐ cooker

- ☐ cookies
- ☐ cuisine

332 Complete the sentence: Tom worked in Bangkok for a year and now he is very keen on Thai.....

- ☐ dishing
- ☒ cuisine
- ☐ kitchen
- ☐ dish
- ☐ cooker

333 Complete the sentence: They are vegetarians so we should not buy any

- ☐ spinach
- ☒ meat
- ☐ meal
- ☐ food
- ☐ onion

334 Complete the sentence: This chocolate mousse is delicious. Could I have the?

- ☐ cuisine
- ☒ recipe
- ☐ receipt
- ☐ cookbook
- ☐ cooker

335 Match the sentence halves. Last week, I had to look.....

- ☐ on really well.
- ☒ after five clients from Turkey.
- ☐ to a very good restaurant.
- ☐ up their invitation next summer.
- ☐ come over and see them in Antalya.

336 Match the sentence halves. First, I showed them around

- ☐ to seeing them all again.
- ☒ the Old Town.
- ☐ after five clients from Turkey.
- ☐ up their invitation next summer.
- ☐ on really well.

337 Match the sentence halves. I certainly look forward.....

- ☐ to a very good restaurant.
- ☒ to seeing them all again.
- ☐ up their invitation next summer.
- ☐ come over and see them in Antalya.
- ☐ the Old Town.

338 Match the sentence halves. I hope I can take

- ☐ come over and see them in Antalya.
- ☒ up their invitation next summer.
- ☐ to seeing them all again.

- ☐ after five clients from Turkey.
- ☐ on really well.

339 Match the sentence halves. One of them did not turn

- ☐ up their invitation next summer.
- ☒ up, unfortunately.
- ☐ on really well.
- ☐ to a very good restaurant.
- ☐ after five clients from Turkey.

340 Match the sentence halves. The food was delicious and we all got

- ☐ to a very good restaurant.
- ☒ on really well.
- ☐ to seeing them all again.
- ☐ up their invitation next summer.
- ☐ come over and see them in Antalya.

341 Match the sentence halves. Then, I took them out.....

- ☐ after five clients from Turkey.
- ☒ to a very good restaurant.
- ☐ come over and see them in Antalya.
- ☐ on really well.
- ☐ the Old Town.

342 Match the sentence halves. They said I should

- ☐ after five clients from Turkey.
- ☒ come over and see them in Antalya.
- ☐ the Old Town.
- ☐ to seeing them all again.
- ☐ up their invitation next summer.

343 Choose the right prepositions. We looked ...the lunch menu, which had a wide variety ...typical dishes ...our region.

- ☐ of, from, of
- ☒ at, of, from
- ☐ in, from, of
- ☐ at, in, of
- ☐ on, with, from

344 Choose the right prepositions. When I reached ...my wallet, I realised ...my horror that I didn't have it ...me.

- ☐ of, in, to
- ☒ for, to, on
- ☐ to, for, in
- ☐ on, in, at
- ☐ to, at, with

345 Use the explanation to choose the correct verb. Wea new sales manager with at least three years' experience. (tried to find)

- ☐ turn down
- ☒ looked for
- ☐ set up
- ☐ put off
- ☐ hold on

346 Use the explanation to choose the correct verb. The government is encouraging people tonew business. (start)

- ☐ came up with
- ☒ set up
- ☐ looked for
- ☐ gave up
- ☐ put off

347 Use the explanation to choose the correct verb. Rick thought March was too early for our seminar so heituntil May. (arranged to have it at a later date)

- ☐ carrying out
- ☒ put off
- ☐ hold on
- ☐ set up
- ☐ came up with

348 Use the explanation to choose the correct verb. Unfortunately, we had totheir invitation because we had another engagement. (refuse)

- ☐ come up
- ☒ turn down
- ☐ carrying out
- ☐ looked for
- ☐ hold on

349 Use the explanation to choose the correct verb. Carola well-paid job to train as a social worker. (stopped doing)

- ☐ put off
- ☒ gave up
- ☐ came up with
- ☐ hold on
- ☐ set up

350 Use the explanation to choose the correct verb. We area survey to find out what kind of restaurants are most popular with businesspeople. (doing)

- ☐ looked for
- ☒ carrying out
- ☐ turn down
- ☐ set up
- ☐ hold on

351 Use the explanation to choose the correct verb. Can you? I'm trying to put you through. (wait)

- ☐ set up

- ☒ hold on
- ☐ put off
- ☐ turn down
- ☐ carrying out

352 Use the explanation to choose the correct verb. It was a very productive meeting. We allnew ideas for our next advertising campaign. (thought of)

- ☐ looked at
- ☒ came up with
- ☐ set up
- ☐ turn down
- ☐ put off

353 Match the sentence to a suitable ending. Could you book one single room.....

- ☐ a non-smoking room.
- ☒ in the name of Robert Dorey.
- ☐ but not too expensive?
- ☐ it's too far from the centre.
- ☐ and leaving on the 7th in the morning.

354 Match the sentence to a suitable ending. If possible, he would prefer

- ☐ but not too expensive?
- ☒ a non-smoking room.
- ☐ it's too far from the centre.
- ☐ in the name of Robert Dorey.
- ☐ and leaving on the 7th in the morning.

355 Match the sentence to a suitable ending. He's arriving on Thursday 5th

- ☐ it's too far from the centre.
- ☒ and leaving on the 7th in the morning.
- ☐ a non-smoking room.
- ☐ but not too expensive?
- ☐ in the name of Robert Dorey.

356 Match the sentence to a suitable ending. Don't book him into the Royal this time,

- ☐ a non-smoking room.
- ☒ it's too far from the centre.
- ☐ in the name of Robert Dorey.
- ☐ and leaving on the 7th in the morning.
- ☐ but not too expensive?

357 Match the sentence to a suitable ending. Could you find him somewhere comfortable

- ☐ and leaving on the 7th in the morning.
- ☒ but not too expensive?
- ☐ a non-smoking room.
- ☐ in the name of Robert Dorey.
- ☐ it's too far from the centre.

358 Match the multiword verb with its definition. Who's going to /look after/ our guests tonight?

- ☐ get involved in
- ☒ take care of
- ☐ await with pleasure
- ☐ accept
- ☐ entertain

359 Match the multiword verb with its definition. We have two hours to /look around/ the city.

- ☐ take care of
- ☒ see the sights
- ☐ get involved in
- ☐ await with pleasure
- ☐ arrive

360 Match the multiword verb with its definition. We're really /looking forward/ to the Tokyo trip.

- ☐ arrive
- ☒ await with pleasure
- ☐ see the sights
- ☐ refuse
- ☐ entertain

361 Match the multiword verb with its definition. Let's /take the clients out/ to a Chinese restaurant.

- ☐ take care of
- ☒ entertain
- ☐ get involved in
- ☐ see the sights
- ☐ refuse

362 Match the multiword verb with its definition. Seventy staff /took part/ in our fundraising events.

- ☐ entertain
- ☒ get involved in
- ☐ take care of
- ☐ refuse
- ☐ accept

363 Match the multiword verb with its definition. The CEO would like to /take up/ your kind offer.

- ☐ refuse
- ☒ accept
- ☐ arrive
- ☐ await with pleasure
- ☐ see the sights

364 Match the multiword verb with its definition. We were delighted that so many sponsors /turned up/ at the event.

- ☐ accept
- ☒ arrive
- ☐ await with pleasure
- ☐ take care of
- ☐ get involved in

365 Match the multiword verb with its definition. As we had another engagement, we had to /turn down/ their invitation.

- ☐ take care of
- ☒ refuse
- ☐ see the sights
- ☐ entertain
- ☐ accept

366 Make up the sentence: afraid/ I/ missed/ your/ I'm/ the/ company/ of/ name

- ☐ Your name I missed the company I'm afraid of.
- ☒ I'm afraid I missed the name of your company.
- ☐ I missed afraid the company of your I'm name.
- ☐ I'm missed of the company I afraid your name.
- ☐ I afraid the name of your company I'm missed.

367 Make up the sentence: you/ Would/ dinner/ with/ like/ us/ tomorrow/ to/ night/ have?

- ☐ Would you have with tomorrow dinner like to night us?
- ☒ Would you like to have dinner with us tomorrow night?
- ☐ Would us have you like tomorrow with dinner night to?
- ☐ Would you have to night dinner with us tomorrow like?
- ☐ Would dinner like to us with night tomorrow have you?

368 Match the word combination to its definition. To organize a meeting.

- ☐ to call off a meeting
- ☒ to set up a meeting
- ☐ to bring forward a meeting
- ☐ to put back a meeting
- ☐ to run a meeting

369 Match the word combination to its definition. To make a meeting earlier than originally decided.

- ☐ to put back a meeting
- ☒ to bring forward a meeting
- ☐ to run a meeting
- ☐ to call off a meeting
- ☐ to attend a meeting

370 Match the word combination to its definition. To make a meeting later than originally planned.

- ☐ to bring forward a meeting
- ☒ to put back a meeting
- ☐ to set up a meeting
- ☐ to attend a meeting
- ☐ to run a meeting

371 Match the word combination to its definition. To decide not to have a meeting.

- ☐ to set up a meeting
- ☒ to call off a meeting
- ☐ to run a meeting
- ☐ to attend a meeting

- ☐ to miss a meeting

372 Match the word combination to its definition. To be in charge of a meeting.

- ☐ to put back a meeting
☒ to run a meeting
☐ to miss a meeting
☐ to set up a meeting
☐ to bring forward a meeting

373 Match the word combination to its definition. To go to a meeting.

- ☐ to set up a meeting
☒ to attend a meeting
☐ to put back a meeting
☐ to run a meeting
☐ to miss a meeting

374 Match the word combination to its definition. Not to go to a meeting.

- ☐ to call off a meeting
☒ to miss a meeting
☐ to attend a meeting
☐ to bring forward a meeting
☐ to set up a meeting

375 Choose the synonym of the word: set up

- ☐ attach
☒ arrange
☐ cancel
☐ reduce
☐ deal

376 Choose the synonym of the word: arrange

- ☐ impact
☒ organize
☐ hesitate
☐ book
☐ impose

377 Choose the synonym of the word: put back

- ☐ use
☒ put off
☐ launch
☐ arrange
☐ decide

378 Choose the synonym of the word: put off

- ☐ behave
☒ postpone
☐ compete
☐ plan

☐ start

379 Choose the synonym of the word: call off

- ☐ cause
- ☒ cancel
- ☐ arrange
- ☐ launch
- ☐ impose

380 Choose the synonym of the word: run

- ☐ increase
- ☒ chair
- ☐ share
- ☐ cancel
- ☐ confuse

381 Match the word or word combination to its definition. Informal discussion - with colleagues at the coffee machine.

- ☐ entertaining
- ☒ chat
- ☐ brainstorming
- ☐ board meeting
- ☐ project

382 Match the word or word combination to its definition. An official, formal meeting of a company's directors.

- ☐ downshifting
- ☒ board meeting
- ☐ chat
- ☐ project
- ☐ extraordinary

383 Complete the sentence: One of the types of meeting isamong colleagues where as many ideas are produced as possible, but are then evaluated later.

- ☐ chat
- ☒ brainstorming
- ☐ extraordinary
- ☐ entertaining
- ☐ empowerment

384 Complete the sentence: One of the types of meeting ismeeting of employees involved in a particular activity.

- ☐ entertaining
- ☒ project
- ☐ conversation
- ☐ chat
- ☐ extraordinary

385 Complete the sentence: One of the types of meeting isgeneral meeting - a shareholders'

meeting to discuss an important issue such as a proposed merger.

- ☐ chat
- ☒ extraordinary
- ☐ brainstorming
- ☐ conversation
- ☐ project

386 Complete the sentence: The chair really kept things moving - she encouraged people toto the point by keeping things brief.

- ☐ sale
- ☒ stick
- ☐ use
- ☐ cover
- ☐ waste

387 Match the word to its definition. The list of things to be discussed.

- ☐ fraud
- ☒ agenda
- ☐ chat
- ☐ consultation
- ☐ leadership

388 Complete the sentence: The chairperson should appoint a, someone who makes that opinions and action points are noted.

- ☐ predator
- ☒ minute-taker
- ☐ downshifter
- ☐ insider dealing
- ☐ speculator

389 Complete the sentence: Disagreements should be dealt with - without annoying people.

- ☐ hesitate
- ☒ tactfully
- ☐ details
- ☐ waste
- ☐ forgery

390 Choose the right prepositions: Avoid digressions where people get ...the point.

- ☐ with
- ☒ off
- ☐ on
- ☐ of
- ☐ in

391 Match the word or word combination to its definition. Any point from the last meeting that need to be discussed.

- ☐ top-down approach
- ☒ matter arising

- ☐ brainstorming
- ☐ contact information
- ☐ information line

392 Choose the right prepositions: We can return ...this issue ...the next meeting.

- ☐ on, in
- ☒ to, at
- ☐ on, to
- ☐ in, on
- ☐ at, in

393 Choose the synonym of the word: kick off

- ☐ make
- ☒ begin
- ☐ close
- ☐ decide
- ☐ contact

394 Match the word or word combination to its definition. To get the ball rolling

- ☐ to go bust
- ☒ to kick off
- ☐ to believe
- ☐ to impose
- ☐ to stress out

395 Make up the sentence: we/ useful/ felt/ had/ I/ very/ discussions/ some

- ☐ Useful I very had discussions we some felt.
- ☒ I felt we had some very useful discussions.
- ☐ I had some discussions we felt useful very.
- ☐ We very felt useful some I discussions had.
- ☐ Some very useful discussions felt we had I.

396 Make up the sentence: wants/ productive/ be/ achieve/ everyone/ results/ meetings/ to/ and

- ☐ To wants productive and everyone meetings achieve be results.
- ☒ Everyone wants meetings to be productive and achieve results.
- ☐ Meetings wants to achieve productive results and be everyone.
- ☐ Productive wants and be everyone results to achieve meetings.
- ☐ Be productive results and wants everyone to achieve meetings.

397 Match the economic term to its definition. Total value of goods and services produced in a country.

- ☐ inflation rate
- ☒ GDP(gross domestic product)
- ☐ tax incentives
- ☐ balance of trade
- ☐ unemployment rate

398 Match the economic term to its definition. Percentage increase in prices.

- ☐ interest rate

- ☒ inflation rate
- ☐ unemployment rate
- ☐ government bureaucracy
- ☐ tax incentives

399 Match the economic term to its definition. Cost of borrowing money.

- ☐ balance of trade
- ☒ interest rate
- ☐ GDP(gross domestic product)
- ☐ labour force
- ☐ exchange rate

400 Match the economic term to its definition. Price at which one currency can buy another.

- ☐ tax incentives
- ☒ exchange rate
- ☐ inflation rate
- ☐ unemployment rate
- ☐ GDP(gross domestic product)

401 Match the economic term to its definition. Percentage of people without jobs.

- ☐ labour force
- ☒ unemployment rate
- ☐ tax incentives
- ☐ foreign investment
- ☐ inflation rate

402 Match the economic term to its definition. The number of people working.

- ☐ exchange rate
- ☒ labour force
- ☐ government bureaucracy
- ☐ balance of trade
- ☐ unemployment rate

403 Match the economic term to its definition. Low taxes to encourage business activity.

- ☐ interest rate
- ☒ tax incentives
- ☐ exchange rate
- ☐ government bureaucracy
- ☐ foreign investment

404 Match the economic term to its definition. Money from overseas.

- ☐ inflation rate
- ☒ foreign investment
- ☐ balance of trade
- ☐ interest rate
- ☐ unemployment rate

405 Match the economic term to its definition. Official rules/ regulations/ paperwork.

- ☐ exchange rate

- ☒ government bureaucracy
- ☐ foreign investment
- ☐ labour force
- ☐ GDP(gross domestic product)

406 Match the economic term to its definition. Difference in value between a country's imports and exports.

- ☐ unemployment rate
- ☒ balance of trade
- ☐ labour force
- ☐ inflation rate
- ☐ tax incentives

407 Complete the sentence . The government is offering attractive to encourage foreign investment.

- ☐ inflation rate
- ☒ tax incentives
- ☐ balance of trade
- ☐ exchange rate
- ☐ foreign investment

408 Complete the sentence. If you plan to borrow money, you will want to know the

- ☐ government bureaucracy
- ☒ interest rate
- ☐ unemployment rate
- ☐ labour force
- ☐ exchange rate

409 Complete the sentence. In countries where theis high, young people tend to study more.

- ☐ exchange rate
- ☒ unemployment rate
- ☐ interest rate
- ☐ government bureaucracy
- ☐ balance of trade

410 Complete the sentence. How many yen to the euro? Do you know the, by any chance?

- ☐ GDP(gross domestic product)
- ☒ exchange rate
- ☐ labour force
- ☐ interest rate
- ☐ inflation rate

411 Complete the sentence. According to a recent survey, 12 per cent of theare earning less than the minimum wage.

- ☐ foreign investment
- ☒ labour force
- ☐ exchange rate
- ☐ government bureaucracy
- ☐ unemployment rate

412 Complete the sentence. So many forms to fill in just to import one photocopier! Nobody needs all this

- ☐ labour force
- ☒ government bureaucracy
- ☐ balance of trade
- ☐ GDP(gross domestic product)
- ☐ interest rate

413 Complete the sentence. The higher theof a country, the richer its people are.

- ☐ tax incentives
- ☒ GDP(gross domestic product)
- ☐ labour force
- ☐ unemployment rate
- ☐ inflation rate

414 Complete the sentence. When the value of a country's exports is greater than the value of its imports, we say that theis favourable.

- ☐ interest rate
- ☒ balance of trade
- ☐ inflation rate
- ☐ unemployment rate
- ☐ GDP(gross domestic product)

415 Complete the sentence. Prices increased again last month so therose to 5.3 per cent.

- ☐ GDP(gross domestic product)
- ☒ inflation rate
- ☐ unemployment rate
- ☐ government bureaucracy
- ☐ exchange rate

416 Match the economic term to its definition. The total amount of money spent by a government on schools, roads, the army, etc.

- ☐ subsidies
- ☒ public expenditure
- ☐ foreign debt
- ☐ trade deficit
- ☐ trade surplus

417 Match the economic term to its definition. Money that a country owes to lenders abroad.

- ☐ public expenditure
- ☒ foreign debt
- ☐ trade surplus
- ☐ recession
- ☐ subsidies

418 Match the economic term to its definition. Situation when a country sells more goods to other countries than it buys from other countries.

- ☐ public expenditure

- ☒ trade surplus
- ☐ subsidies
- ☐ foreign debt
- ☐ recession

419 Match the economic term to its definition. Situation when a country pays more money for imports than it gets from exports.

- ☐ trade surplus
- ☒ trade deficit
- ☐ public expenditure
- ☐ subsidies
- ☐ foreign debt

420 Match the economic term to its definition. Money that a government pays to make something cheaper to buy.

- ☐ foreign debt
- ☒ subsidies
- ☐ trade surplus
- ☐ public expenditure
- ☐ trade deficit

421 Match the economic term to its definition. A period when trade and business activity decreases.

- ☐ subsidies
- ☒ recession
- ☐ trade surplus
- ☐ trade deficit
- ☐ public expenditure

422 Complete the sentence. We can't invest in that country until their economy.....stable.

- ☐ have been
- ☒ is
- ☐ will be
- ☐ was
- ☐ will have been

423 Complete the sentence. We'll phone you when the goodshere.

- ☐ will have been
- ☒ are
- ☐ were
- ☐ will be
- ☐ have been

424 Match the two parts of the dialogue. When do you want to discuss the project?

- ☐ Yes, If anybody phones while I'm out, tell them I'll be back by 1.30.
- ☒ Well, could we possibly do that before the meeting starts?
- ☐ Yes, I have. I'd like to discuss it ith you when you have a minute.
- ☐ We don't know yet. We'll have more information after we've talked to the team leader.
- ☐ No, never again. Certainly not until they apologise for their terrible mistakes.

425 Match the two parts of the dialogue. Have you read Peter's sales report?

- ☐ When you've typed them all up, we can check them together.
- ☒ Yes, I have. I'd like to discuss it with you when you have a minute.
- ☐ No, never again. Certainly not until they apologise for their terrible mistakes.
- ☐ Yes, I agree. We'll find out as soon as we get the FT.
- ☐ We don't know yet. We'll have more information after we've talked to the team leader.

426 Match the two parts of the dialogue. It seems we're not doing business with Alfatex anymore.

- ☐ Yes, I agree. We'll find out as soon as we get the FT.
- ☒ No, never again. Certainly not until they apologise for their terrible mistakes.
- ☐ Yes, If anybody phones while I'm out, tell them I'll be back by 1.30.
- ☐ When you've typed them all up, we can check them together.
- ☐ Well, could we possibly do that before the meeting starts?

427 Match the two parts of the dialogue. It would be useful to know today's exchange rates.

- ☐ Well, could we possibly do that before the meeting starts?
- ☒ Yes, I agree. We'll find out as soon as we get the FT.
- ☐ No, never again. Certainly not until they apologise for their terrible mistakes.
- ☐ When you've typed them all up, we can check them together.
- ☐ Yes, If anybody phones while I'm out, tell them I'll be back by 1.30.

428 Match the two parts of the dialogue. These figures need checking.

- ☐ Yes, I have. I'd like to discuss it with you when you have a minute.
- ☒ When you've typed them all up, we can check them together.
- ☐ Yes, If anybody phones while I'm out, tell them I'll be back by 1.30.
- ☐ We don't know yet. We'll have more information after we've talked to the team leader.
- ☐ No, never again. Certainly not until they apologise for their terrible mistakes.

429 Match the two parts of the dialogue. Are you going to the trade fair now?

- ☐ No, never again. Certainly not until they apologise for their terrible mistakes.
- ☒ Yes, If anybody phones while I'm out, tell them I'll be back by 1.30.
- ☐ Yes, I agree. We'll find out as soon as we get the FT.
- ☐ Yes, I have. I'd like to discuss it with you when you have a minute.
- ☐ When you've typed them all up, we can check them together.

430 Complete the sentence. She remembersshe first started her business.

- ☐ whom
- ☒ when
- ☐ what
- ☐ as soon as
- ☐ until

431 Complete the sentence. He looked at our business planwe were waiting.

- ☐ what
- ☒ while
- ☐ whom
- ☐ where
- ☐ who

432 Complete the sentence. ... finish this project, we'll look at new markets.

- ☐ while
- ☒ after
- ☐ what
- ☐ where
- ☐ whom

433 Complete the sentence. We'll deliver ... they pay their last bill.

- ☐ whom
- ☒ as soon as
- ☐ where
- ☐ what
- ☐ how

434 Complete the sentence. ... we've finished the report, we'll e-mail it to you.

- ☐ who
- ☒ when
- ☐ how
- ☐ where
- ☐ what

435 Complete the sentence. ... you fly first class, you get more leg room.

- ☐ how
- ☒ when
- ☐ what
- ☐ whom
- ☐ where

436 Complete the sentence. ... I'm in Geneva, I'll review all the start-up costs.

- ☐ whom
- ☒ when
- ☐ how
- ☐ what
- ☐ where

437 Complete the sentence. We won't buy anything new ... we've paid of all our debts.

- ☐ who
- ☒ until
- ☐ when
- ☐ how
- ☐ whom

438 Complete the sentence. They'll start the meeting the manager arrives.

- ☐ whom
- ☒ as soon as
- ☐ how
- ☐ where
- ☐ what

439 Complete the sentence. I was finishing the report. . . . my boss went out with clients.

- ☐ where
- ☒ when
- ☐ what
- ☐ how
- ☐ whom

440 Complete the sentence. It's urgent, so I'll phone you I get home.

- ☐ what
- ☒ as soon as
- ☐ where
- ☐ whom
- ☐ how

441 Complete the sentence. Can you check the figures you go home?

- ☐ who
- ☒ before
- ☐ what
- ☐ how
- ☐ where

442 Match the sentence halves. Could you check the departure time

- ☐ when she finds a good job.
- ☒ before we leave for the airport.
- ☐ the economy will slow down.
- ☐ until the meeting has finished.
- ☐ as soon as you get to the office.

443 Match the sentence halves. As soon as interest rates rise,

- ☐ while you are still working.
- ☒ the economy will slow down.
- ☐ before we leave for the airport.
- ☐ until we've saved enough money.
- ☐ until the meeting has finished.

444 Match the sentence halves. We need to stay

- ☐ when she finds a good job.
- ☒ until the meeting has finished.
- ☐ as soon as you get to the office.
- ☐ before we leave for the airport.
- ☐ the economy will slow down.

445 Match the sentence halves. The Finance Director needs to speak to you

- ☐ when the conditions are right.
- ☒ as soon as you get to the office.
- ☐ until we've saved enough money.
- ☐ when she finds a good job.
- ☐ while you are still working.

446 Match the sentence halves. She will move to Frankfurt

- ☐ the economy will slow down.
- ☒ when she finds a good job.
- ☐ until the meeting has finished.
- ☐ as soon as you get to the office.
- ☐ before we leave for the airport.

447 Match the sentence halves. We won't open our new office

- ☐ when the conditions are right.
- ☒ until we've saved enough money.
- ☐ while you are still working.
- ☐ the economy will slow down.
- ☐ until the meeting has finished.

448 Match the sentence halves. I think you should save some money

- ☐ before we leave for the airport.
- ☒ while you are still working.
- ☐ when the conditions are right.
- ☐ until we've saved enough money.
- ☐ when she finds a good job.

449 Match the sentence halves. We can set up in that country

- ☐ until the meeting has finished.
- ☒ when the conditions are right.
- ☐ as soon as you get to the office.
- ☐ while you are still working.
- ☐ the economy will slow down.

450 Match the government measure with its purpose. Create free training programmes

- ☐ stop companies polluting the air and water
- ☒ reduce unemployment
- ☐ improve the balance of trade
- ☐ reduce the budget deficit
- ☐ stimulate consumer spending

451 Match the government measure with its purpose. Make export easier

- ☐ stimulate consumer spending
- ☒ improve the balance of trade
- ☐ stop companies polluting the air and water
- ☐ attract foreign investors
- ☐ reduce the budget deficit

452 Match the government measure with its purpose. Pass a very strict environmental law

- ☐ reduce the budget deficit
- ☒ stop companies polluting the air and water
- ☐ stimulate consumer spending
- ☐ reduce unemployment
- ☐ attract foreign investors

453 Match the government measure with its purpose. Raise taxes

- ☐ reduce unemployment
- ☒ reduce the budget deficit
- ☐ improve the balance of trade
- ☐ stop companies polluting the air and water
- ☐ stimulate consumer spending

454 Match the government measure with its purpose. Lower the interest rate

- ☐ reduce the budget deficit
- ☒ stimulate consumer spending
- ☐ attract foreign investors
- ☐ improve the balance of trade
- ☐ stop companies polluting the air and water

455 Match the government measure with its purpose. Reduce bureaucracy

- ☐ stimulate consumer spending
- ☒ attract foreign investors
- ☐ reduce the budget deficit
- ☐ improve the balance of trade
- ☐ stop companies polluting the air and water

456 Match the word to its definition. An agreement where each side accepts less than it wanted.

- ☐ distraction
- ☒ compromise
- ☐ breakdown
- ☐ pressure
- ☐ pollution

457 Match the word to its definition. A situation where most people agree about something.

- ☐ burden
- ☒ consensus
- ☐ stagnation
- ☐ peak
- ☐ contribution

458 Choose the synonym of the word: consensus

- ☐ pollution
- ☒ agreement
- ☐ principal
- ☐ leverage
- ☐ distraction

459 Match the word or word combination to its definition. The chief executives of two companies tell journalists why their companies have merged.

- ☐ distraction
- ☒ press conference
- ☐ breakdown
- ☐ product launch

☐ confrontation

460 Match the word or word combination to its definition. The head of research and development gives a presentation to non-technical colleagues about a new machine that the department has just completed.

- ☐ confidential information
- ☒ demonstration
- ☐ distraction
- ☐ stagnation
- ☐ burden

461 Match the word or word combination to its definition. A car company announces a new model.

- ☐ distraction
- ☒ product launch
- ☐ breakdown
- ☐ workload
- ☐ stagflation

462 Match the word or word combination to its definition. Company employees do practical exercises on time management.

- ☐ pollution
- ☒ workshop
- ☐ leverage
- ☐ distraction
- ☐ confrontation

463 Match the word or word combination to its definition. A financial adviser gives advice to people about investments.

- ☐ leverage
- ☒ seminar
- ☐ confrontation
- ☐ breakdown
- ☐ pressure

464 Match the word or word combination to its definition. The way the presenter looks at the audience.

- ☐ breakdown
- ☒ eye contact
- ☐ confrontation
- ☐ gesture
- ☐ physical contact

465 Choose the right prepositions: Here are some expressions used ...meetings ...different purposes.

- ☐ for, to
- ☒ in, for
- ☐ on, to
- ☐ to, from
- ☐ at, in

466 Match the word partnership to its definition. The percentage of sales a company has.

- ☐ market research
- ☒ market share
- ☐ market segment
- ☐ market price
- ☐ market basket

467 Match the word partnership to its definition. Information about what customers want and need.

- ☐ market share
- ☒ market research
- ☐ market price
- ☐ market basket
- ☐ market segment

468 Match the word partnership to its definition. A group of customers of similar age, income level and social group.

- ☐ market price
- ☒ market segment
- ☐ market basket
- ☐ market share
- ☐ market research

469 Match the word partnership to its definition. Description of a typical customer.

- ☐ consumer goods
- ☒ consumer profile
- ☐ consumer price
- ☐ consumer tax
- ☐ consumer behaviour

470 Match the word partnership to its definition. Where and how people buy things.

- ☐ consumer profile
- ☒ consumer behaviour
- ☐ consumer goods
- ☐ consumer tax
- ☐ consumer price

471 Match the word partnership to its definition. Things people buy for their own use.

- ☐ consumer price
- ☒ consumer goods
- ☐ consumer tax
- ☐ consumer behaviour
- ☐ consumer profile

472 Match the word partnership to its definition. Introduction of a product to the market.

- ☐ product range
- ☒ product launch
- ☐ product price
- ☐ product manager

- ☐ product lifecycle

473 Match the word partnership to its definition. Length of time people continue to buy a product.

- ☐ product price
☒ product lifecycle
☐ product manager
☐ product range
☐ product launch

474 Match the word partnership to its definition. How much a company wants to sell in a period.

- ☐ sales figures
☒ sales target
☐ sales manager
☐ sales tax
☐ sales forecast

475 Match the word partnership to its definition. How much a company thinks it will sell in a period.

- ☐ sales tax
☒ sales forecast
☐ sales figures
☐ sales manager
☐ sales target

476 Match the word partnership to its definition. Numbers showing how much a company has sold in a period.

- ☐ sales manager
☒ sales figures
☐ sales target
☐ sales forecast
☐ sales tax

477 Match the word partnership to its definition. A business which advises companies on advertising and makes ads.

- ☐ advertising campaign
☒ advertising agency
☐ advertising standards
☐ advertising agent
☐ advertising budget

478 Match the word partnership to its definition. An amount of money available for advertising during a particular period.

- ☐ advertising standards
☒ advertising budget
☐ advertising agency
☐ advertising campaign
☐ advertising agent

479 Match the word partnership to its definition. A programme of advertising activities over a period, with particular aims.

- ☐ advertising agency
- ☒ advertising campaign
- ☐ advertising standards
- ☐ advertising agent
- ☐ advertising budget

480 Match the word to its definition. The cost to the buyer of goods or services.

- ☐ product
- ☒ price
- ☐ service
- ☐ place
- ☐ promotion

481 Match the word to its definition. Informing customers about products and persuading them to buy them.

- ☐ place
- ☒ promotion
- ☐ price
- ☐ service
- ☐ product

482 Match the word to its definition. Where goods or services are available.

- ☐ promotion
- ☒ place
- ☐ product
- ☐ price
- ☐ service

483 Match the word to its definition. Goods or services that are sold.

- ☐ service
- ☒ product
- ☐ promotion
- ☐ place
- ☐ price

484 Complete the sentence. Companies sometimes promote their products by giving gifts to customers.

- ☐ promotion
- ☒ free
- ☐ need
- ☐ aim
- ☐ forecast

485 Complete the sentence. Companies carry out market research to get information about what buyers and wants.

- ☐ sales
- ☒ need
- ☐ share
- ☐ place

☐ promotion

486 Complete the sentence. Good marketing should increase the volume of

- ☐ need
- ☒ sales
- ☐ forecast
- ☐ promotion
- ☐ place

487 Complete the sentence. Production are what a company must spend on production.

- ☐ forecast
- ☒ costs
- ☐ cycle
- ☐ place
- ☐ need

488 Complete the sentence. An advertising campaign takes place over a period of time and usually has specific

- ☐ recession
- ☒ aim
- ☐ share
- ☐ fraud
- ☐ packaging

489 Match the word or phrase to its definition. The combination of products that a company has to offer.

- ☐ upmarket
- ☒ product mix
- ☐ rebrand
- ☐ saturated
- ☐ disposable income

490 Match the word or phrase to its definition. A market filled so completely that no more products can be added.

- ☐ market position
- ☒ saturated
- ☐ product mix
- ☐ penetrate
- ☐ disposable income

491 Match the word or phrase to its definition. Expensive compared to other products of the same type.

- ☐ rebrand
- ☒ upmarket
- ☐ disposable income
- ☐ market position
- ☐ penetrate

492 Match the word or phrase to its definition. Start selling goods or services in a new market.

- ☐ saturated
- ☒ penetrate
- ☐ product mix
- ☐ disposable income
- ☐ upmarket

493 Match the word or phrase to its definition. Money that is available to spend after paying for essentials like taxes, food and housing.

- ☐ penetrate
- ☒ disposable income
- ☐ upmarket
- ☐ market position
- ☐ rebrand

494 Match the word or phrase to its definition. The ranking of a company or brand against its competitors in terms of its sales.

- ☐ product mix
- ☒ market position
- ☐ rebrand
- ☐ saturated
- ☐ upmarket

495 Complete the sentence. In our verybusiness world, a good brand is one of the keys to the success of any company.

- ☐ possible
- ☒ competitive
- ☐ informative
- ☐ saturated
- ☐ domestic

496 Complete the sentence.did you launch this advertising campaign?

- ☐ what
- ☒ when
- ☐ how much
- ☐ how many
- ☐ which

497 Complete the sentence.didn't you contact an advertising agency?

- ☐ what
- ☒ why
- ☐ who
- ☐ how much
- ☐ which

498 Complete the sentence.money did you spend on the campaign?

- ☐ why
- ☒ how much
- ☐ how many
- ☐ how long

☐ when

499 Complete the sentence.new products did you launch? Was it two or three?

- ☐ who
- ☒ how many
- ☐ how much
- ☐ why
- ☐ how long

500 Complete the sentence.did you target your new product at?

- ☐ how
- ☐ what
- ☒ who
- ☐ how many
- ☐ how much

501 Complete the sentence.market segments has your product been most successful in?

- ☐ why
- ☒ which
- ☐ who
- ☐ what
- ☐ how much

502 Complete the sentence.do you expect people to continue to buy this product?

- ☐ who
- ☒ how long
- ☐ how many
- ☐ what
- ☐ when

503 Complete the sentence.is you sales forecast?

- ☐ which
- ☒ what
- ☐ who
- ☐ how
- ☐ why

504 Make up the sentence: a/ advertising/ Do/ lot/ on/ spend/ they?

- ☐ Do a lot on they spend advertising?
- ☒ Do they spend a lot on advertising?
- ☐ Do spend a lot they advertising on?
- ☐ Do a lot advertising on they spend?
- ☐ Do they a spend advertising on lot?

505 Make up the sentence: expecting/ figures/ sales/ Were/ better/ you?

- ☐ Were figures you expecting better sales?
- ☒ Were you expecting better sales figures?
- ☐ Were expecting better you figures sales?
- ☐ Were better you sales figures expecting?

- ☐ Were sales you expecting better figures?

506 Make up the sentence: my/ Have/ sales/ read/ report/ you/ quarterly?

- ☐ Have sales my report quarterly you read?
☒ Have you read my quarterly sales report?
☐ Have my read you quarterly report sales?
☐ Have you quarterly sales read my report?
☐ Have read you my sales quarterly sales report?

507 Make up the sentence: a/ How/ do/ often/ report/ write/ you?

- ☐ How do often you write a report?
☒ How often do you write a report?
☐ How write a report do you often?
☐ How a report do you write often?
☐ How often you report do write a?

508 Choose the right prepositions:the basisthe above findings, I would like to make the following recommendations.

- ☐ for, in
☒ on, of
☐ of, with
☐ in, on
☐ to, for

509 Choose the right prepositions:regardprice, we should look carefullyour competitors' policy.

- ☐ at, in, of
☒ with, to, at
☐ to, for, in
☐ on, of, with
☐ in, at, for

510 Choose the right prepositions: The keysuccessful marketing consists....three broad areas.

- ☐ at, in
☒ to, of
☐ of, with
☐ in, on
☐ on,for

511 Choose the right prepositions: I am interestedyour range ...diet products.

- ☐ at, to
☒ in, of
☐ of, in
☐ on, for
☐ for, on

512 Choose the right prepositions: Present your ideas ... the other teams the marketing department.

- ☐ at, to
☒ to, in

- ☐ of, on
- ☐ for, of
- ☐ with, in

513 Choose the right prepositions: Anne-Marie Duval works ...a firm ...management consultants.

- ☐ by, at
- ☒ for, of
- ☐ at, in
- ☐ on, for
- ☐ with, in

514 Choose the right prepositions: Time is moving ..., so let's turn ...the third area.

- ☐ at, by
- ☒ on, to
- ☐ in, for
- ☐ in, of
- ☐ in, with

515 Choose the right prepositions: That brings me ...the end ...my presentation.

- ☐ with, by
- ☒ to, of
- ☐ on, to
- ☐ at, on
- ☐ in, for

516 Complete the sentence. Avoid - irritating ways of moving and speaking.

- ☐ deference
- ☒ mannerisms
- ☐ confrontations
- ☐ standpoints
- ☐ digressions

517 Complete the sentence. Maintainby looking round the room at each person in the audience for about a second.

- ☐ attachment
- ☒ eye contact
- ☐ digressions
- ☐ booking
- ☐ punctuality

518 Complete the sentence. Use - hand movements - to emphasise key points.

- ☐ deference
- ☒ gesture
- ☐ eye contact
- ☐ confrontations
- ☐ booking

519 Complete the sentence. Don't makeclaims - don't say things are better than they really are.

- ☐ ridiculous

- ☒ exaggerated
- ☐ confident
- ☐ positive
- ☐ structured

520 Complete the sentence.negotiations are very difficult and tiring, with a lot being discussed.

- ☐ protracted
- ☒ intense
- ☐ last-minute
- ☐ ridiculous
- ☐ structured

521 Complete the sentence.negotiations are very difficult and could easily fail.

- ☐ ridiculous
- ☒ delicate
- ☐ structured
- ☐ last-minute
- ☐ protracted

522 Complete the sentence.negotiations take place very late in relation to the time that an agreement is necessary.

- ☐ delicate
- ☒ last-minute
- ☐ protracted
- ☐ wage
- ☐ ridiculous

523 Complete the sentence.negotiations take a very long time.

- ☐ intense
- ☒ protracted
- ☐ ridiculous
- ☐ structured
- ☐ last-minute

524 Match the phrase to its definition. A particular technique used by a negotiator.

- ☐ bargaining process
- ☒ bargaining tactic
- ☐ bargaining chip
- ☐ bargaining point
- ☐ bargaining power

525 Match the phrase to its definition. A technique used by a negotiator that might be considered as unfair.

- ☐ bargaining power
- ☒ bargaining ploy
- ☐ bargaining point
- ☐ bargaining process
- ☐ bargaining chip

526 Match the phrase to its definition. An issue that a negotiator uses in order to gain an advantage.

- ☐ bargaining power
- ☒ bargaining chip
- ☐ bargaining ploy
- ☐ bargaining point
- ☐ bargaining process

527 Match the phrase to its definition. A particular issue that a negotiator discusses.

- ☐ bargaining process
- ☒ bargaining point
- ☐ bargaining power
- ☐ bargaining ploy
- ☐ bargaining chip

528 Match the phrase to its definition. The degree to which one side is strong enough to obtain what it wants.

- ☐ bargaining point
- ☒ bargaining power
- ☐ bargaining process
- ☐ bargaining chip
- ☐ bargaining ploy

529 Match the phrase to its definition. The way that negotiations develop.

- ☐ bargaining power
- ☒ bargaining process
- ☐ bargaining ploy
- ☐ bargaining point
- ☐ bargaining chip

530 Match the word to its definition. Someone who is good at getting what they want, but could be difficult to deal with.

- ☐ free negotiator
- ☒ tough negotiator
- ☐ special negotiator
- ☐ joint negotiator
- ☐ state negotiator

531 Match the word to its definition. To discuss and agree the price of something.

- ☐ to receive
- ☒ to bargain
- ☐ to hesitate
- ☐ to follow
- ☐ to cancel

532 Match the verb to the noun: estimate

- ☐ options
- ☒ costs
- ☐ sales

- ☐ research
- ☐ information

533 Match the verb to the noun: forecast

- ☐ information
- ☒ sales
- ☐ costs
- ☐ options
- ☐ research

534 Match the verb to the noun: do

- ☐ options
- ☒ research
- ☐ information
- ☐ costs
- ☐ sales

535 Match the verb to the noun: collect

- ☐ sales
- ☒ information
- ☐ options
- ☐ research
- ☐ costs

536 Match the verb to the noun: consider

- ☐ costs
- ☒ options
- ☐ sales
- ☐ information
- ☐ research

537 Choose the right prepositions: We collected informationpossible locationsthe new office.

- ☐ to,at
- ☒ about, for
- ☐ in, to
- ☐ with, on
- ☐ at, in

538 Choose the right prepositions: I'm hoping to get a bonus.... the end the year.

- ☐ on, in
- ☒ at, of
- ☐ in, to
- ☐ with, on
- ☐ to,at

539 Match the word or phrase to its definition. Conditions that the negotiator will accept if the aims he has at the beginning are not met.

- ☐ accurate record
- ☒ fallback position

- ☐ visual aids
- ☐ positive attitude
- ☐ action point

540 Match the word or phrase to its definition. The way you hold your body, the gestures you make, etc.

- ☐ loyalty
- ☒ body language
- ☐ physical contact
- ☐ role of silence
- ☐ hierarchy

541 Match the word or phrase to its definition. Awareness of and respect for the relative importance of people on both sides.

- ☐ breakdown
- ☒ hierarchy
- ☐ loyalty
- ☐ positive attitude
- ☐ action point

542 Match the word or phrase to its definition. The degree to which it's acceptable to touch someone's shoulder.

- ☐ breakdown
- ☒ physical contact
- ☐ body language
- ☐ visual aids
- ☐ action point

543 Complete the sentence. The idea ofis that in negotiations there shouldn't be winners and losers.

- ☐ formality
- ☒ win-win
- ☐ hierarchy
- ☐ loyalty
- ☐ breakdown

544 Choose the synonym of the word: proposal

- ☐ stake
- ☒ offer
- ☐ attitude
- ☐ pressure
- ☐ diary

545 Choose the synonym of the word: concession

- ☐ diary
- ☒ trade-off
- ☐ pressure
- ☐ stake
- ☐ attitude

546 Choose the synonym of the word: deadlock

- ☐ hierarchy
- ☒ impasse
- ☐ loyalty
- ☐ breakdown
- ☐ pressure

547 Choose the synonym of the word: stalemate

- ☐ pressure
- ☒ deadlock
- ☐ hierarchy
- ☐ diary
- ☐ formality

548 Match the word or phrase to its definition. A situation in which neither group of people can win.

- ☐ breakdown
- ☒ stalemate
- ☐ attitude
- ☐ loyalty
- ☐ pressure

549 Match the word or phrase to its definition. The process of solving a disagreement between two groups of people.

- ☐ dimension
- ☒ arbitration
- ☐ chat
- ☐ brainstorming
- ☐ attachment

550 Match the word or phrase to its definition. An agreement reached through negotiation.

- ☐ attachment
- ☒ bargain
- ☐ brainstorming
- ☐ attitude
- ☐ formality

551 Complete the sentence. A(an)contract is about what someone has to do in their job, or about what a particular group of employees have to do.

- ☐ commercial
- ☒ employment
- ☐ oral
- ☐ binding
- ☐ lucrative

552 Complete the sentence. A(an)contract relates to a business agreement.

- ☐ binding
- ☒ commercial
- ☐ employment

- ☐ lucrative
- ☐ oral

553 Complete the sentence. A(an)contract is not written down.

- ☐ lucrative
- ☒ oral
- ☐ commercial
- ☐ employment
- ☐ binding

554 Complete the sentence. A(an)contract forces both sides by law to carry out the actions that they had promised to carry out.

- ☐ oral
- ☒ binding
- ☐ lucrative
- ☐ commercial
- ☐ employment

555 Complete the sentence. A(an)contract is very profitable for a supplier or employee.

- ☐ employment
- ☒ lucrative
- ☐ binding
- ☐ oral
- ☐ commercial

556 Match the verbs to the phrases: respond

- ☐ with colleagues clearly
- ☒ to employees' concerns promptly.
- ☐ with problems quickly.
- ☐ in regular training courses for employees
- ☐ in their employees' abilities.

557 Match the verbs to the phrases: listen

- ☐ with colleagues clearly
- ☒ to all suggestions from staff.
- ☐ in their employees' abilities.
- ☐ with problems quickly.
- ☐ in regular training courses for employees

558 Match the verbs to the phrases: deal

- ☐ to a deputy as often as possible
- ☒ with problems quickly.
- ☐ to employees' concerns promptly.
- ☐ to all suggestions from staff.
- ☐ in their employees' abilities.

559 Match the verbs to the phrases: believe

- ☐ with colleagues clearly
- ☒ in their employees' abilities.

- ☐ to a deputy as often as possible
- ☐ to all suggestions from staff.
- ☐ with problems quickly.

560 Match the verbs to the phrases: delegate

- ☐ in their employees' abilities.
- ☒ to a deputy as often as possible
- ☐ in regular training courses for employees
- ☐ with problems quickly.
- ☐ with colleagues clearly

561 Match the verbs to the phrases: communicate

- ☐ to all suggestions from staff.
- ☒ with colleagues clearly
- ☐ to a deputy as often as possible
- ☐ in their employees' abilities.
- ☐ to employees' concerns promptly.

562 Match the verbs to the phrases: invest

- ☐ to employees' concerns promptly.
- ☒ in regular training courses for employees
- ☐ with problems quickly.
- ☐ to all suggestions from staff.
- ☐ with colleagues clearly

563 Complete these sentence with suitable preposition. I agreed her that we need to change our marketing strategy.

- ☐ about
- ☒ with
- ☐ on
- ☐ in
- ☐ at

564 Complete these sentence with suitable preposition. I talk my boss every Monday at our regular meeting.

- ☐ with
- ☒ to
- ☐ at
- ☐ in
- ☐ of

565 Complete these sentence with suitable preposition. We argued next year's budget for over an hour.

- ☐ on
- ☒ about
- ☐ of
- ☐ at
- ☐ in

566 Complete these sentence with suitable preposition. He apologised losing his temper.

- ☐ in
- ☒ for
- ☐ of
- ☐ at
- ☐ on

567 Complete these sentence with suitable preposition. We talked our financial problems for a long time.

- ☐ on
- ☒ about
- ☐ to
- ☐ with
- ☐ in

568 Complete these sentence with suitable preposition. The Finance Director argued our Managing Director over profit sharing.

- ☐ at
- ☒ with
- ☐ on
- ☐ of
- ☐ in

569 Complete these sentence with suitable preposition. I apologised Paula for giving her the wrong figures.

- ☐ with
- ☒ to
- ☐ in
- ☐ on
- ☐ at

570 Complete these sentence with suitable preposition. Can we agree the date of our next meeting?

- ☐ for
- ☒ on
- ☐ of
- ☐ in
- ☐ by

571 Choose the right prepositions: Staff often complainedthe new manager, saying he didn't believe ...their abilities.

- ☐ with, to
- ☒ about, in
- ☐ to, for
- ☐ in, on
- ☐ at, by

572 Choose the right prepositions: Robert was arguinghis bosstaxation.

- ☐ from, to
- ☒ with, about
- ☐ to, on
- ☐ in, for
- ☐ by, at

573 Choose the right prepositions: Did she talkyouher plans to leave the company?

- ☐ with, on
- ☒ to, about
- ☐ for, on
- ☐ in, from
- ☐ by, at

574 Choose the right prepositions: Good. So you all seem to agreemethe main points.

- ☐ in, from
- ☒ with, on
- ☐ for, at
- ☐ by, in
- ☐ from, to

575 Choose the right prepositions: They apologisedeveryonetheir failure to dealthe crisis.

- ☐ with, to, in
- ☒ to, for, with
- ☐ by, in, on
- ☐ by, at, from
- ☐ for, on, of

576 Choose the right prepositions: The team had to reporttheir progressthe manager every month.

- ☐ in, from
- ☒ on, to
- ☐ by, in
- ☐ for, at
- ☐ for, on

577 Choose the right preposition: Robert never listen ...my suggestions.

- ☐ at
- ☒ to
- ☐ on
- ☐ in
- ☐ for

578 Choose the right prepositions: My company spends a lot ...money ...training coursesemployees.

- ☐ by, at, in
- ☒ of, on, for
- ☐ for, at, by
- ☐ from, to, in
- ☐ for, to, on

579 Choose the right preposition: He may become a good manager. It depends ...his communication skills.

- ☐ by
- ☒ on
- ☐ in
- ☐ for
- ☐ of

580 Make up the sentence: My/ ready/ wasn't/ asked/ my/ why/ me/ boss/ report.

- ☐ My asked report me boss wasn't my ready why.
- ☒ My boss asked me why my report wasn't ready.
- ☐ My report wasn't why asked me ready boss my.
- ☐ My ready report my asked boss me wasn't why.
- ☐ My boss report my wasn't ready asked me my.

581 Make up the sentence: working/ computer/ I/ my/ properly/ replied/ wasn't.

- ☐ I replied my properly wasn't computer working.
- ☒ I replied my computer wasn't working properly.
- ☐ I working my replied computer wasn't properly.
- ☐ I properly working wasn't computer my working.
- ☐ I wasn't computer properly my replied working.

582 Make up the sentence: a/ He/ I/ needed/ new/ one/ said/ that.

- ☐ He said a new one needed that I.
- ☒ He said that I needed a new one.
- ☐ He needed I said a new one that.
- ☐ He said I needed that one a new.
- ☐ He new a said that needed I one.

583 Make up the sentence: ahead/ to/ Then/ he/ should/ plan/ said/ try/ I.

- ☐ Then I said to should try he ahead plan.
- ☒ Then he said I should try to plan ahead.
- ☐ Then I should to try ahead said he plan.
- ☐ Then I plan should to try said he ahead.
- ☐ Then he plan should try to said I ahead.

584 Make up the sentence: organised/ was/ answered/ well/ I/ usually/ I/ that.

- ☐ I was well that usually I organised answered.
- ☒ I answered that I was usually well organised.
- ☐ I usually well answered that was I organised.
- ☐ I was that answered well I usually organised.
- ☐ I organised was that usually I answered well.

585 Make up the sentence: a/ asked/ computer/ Finally,/ get/ him/ I/ I/ new/ when/ would.

- ☐ Finally, when I asked would a computer I new get him.
- ☒ Finally,I asked him when I would get a new computer.
- ☐ Finally, I would him asked computer I when a new get.
- ☐ Finally, would him a new asked I computer get when I.

- ☐ Finally, a new I asked would computer I get him when.

586 Match the sentence halves. Management should build on its strengths....

- ☐ working with us more than they do at present.
- ☒ and continue to communicate information efficiently.
- ☐ taking into account our employees' suggestions.
- ☐ a more sympathetic attitude towards them.
- ☐ our employees for their good work.

587 Match the sentence halves. We must urgently look into ways of

- ☐ our employees for their good work.
- ☒ taking into account our employees' suggestions.
- ☐ and continue to communicate information efficiently.
- ☐ working with us more than they do at present.
- ☐ a more sympathetic attitude towards them.

588 Match the sentence halves. Moreover, we should adopt

- ☐ our employees for their good work.
- ☒ a more sympathetic attitude towards them.
- ☐ working with us more than they do at present.
- ☐ and continue to communicate information efficiently.
- ☐ taking into account our employees' suggestions.

589 Match the sentence halves. We should also remember to praise

- ☐ taking into account our employees' suggestions.
- ☒ our employees for their good work.
- ☐ a more sympathetic attitude towards them.
- ☐ working with us more than they do at present.
- ☐ and continue to communicate information efficiently.

590 Match the sentence halves. As a result, our people would certainly enjoy

- ☐ and continue to communicate information efficiently.
- ☒ working with us more than they do at present.
- ☐ taking into account our employees' suggestions.
- ☐ a more sympathetic attitude towards them.
- ☐ our employees for their good work.

591 Choose the right preposition: He asked her if she adapted easily ...new situation.

- ☐ from
- ☒ to
- ☐ by
- ☐ on
- ☐ of

592 Choose the right preposition: He asked her how often she invested ...courses.

- ☐ at
- ☒ in
- ☐ of
- ☐ by

☐ about

593 Complete the sentence. He gets very angry if people are late for negotiations. He is very

- ☐ weak
- ☒ impatient
- ☐ creative
- ☐ unemotional
- ☐ calm

594 Complete the sentence. She always has ideas and easily finds solutions to problems. She is a veryperson.

- ☐ calm
- ☒ creative
- ☐ impatient
- ☐ unemotional
- ☐ flexible

595 Complete the sentence. He never shows anger, enthusiasm or disappointment during a negotiation. He is totally.....

- ☐ inconsistent
- ☒ unemotional
- ☐ weak
- ☐ impatient
- ☐ enthusiastic

596 Complete the sentence. I told him I was feeling really bad, and all he asked was 'Will you be able to meet the deadline?' How can anyone be so?

- ☐ flexible
- ☒ unsympathetic
- ☐ creative
- ☐ weak
- ☐ inconsistent

597 Complete the sentence. He likes people to feel comfortable and relaxed during a negotiation. He's a very..... person.

- ☐ enthusiastic
- ☒ calm
- ☐ inconsistent
- ☐ creative
- ☐ impatient

598 Complete the sentence. He let the other side have everything they wanted in the negotiation. He was very.....

- ☐ inconsistent
- ☒ weak
- ☐ unemotional
- ☐ enthusiastic
- ☐ creative

599 Complete the sentence. She is very She keeps changing her mind all the time, which makes her very difficult to negotiate with.

- ☐ weak
- ☒ inconsistent
- ☐ creative
- ☐ unemotional
- ☐ impatient

600 Complete the sentence. He always agrees with everything his negotiating partner suggests. He is.....

- ☐ calm
- ☒ flexible
- ☐ creative
- ☐ impatient
- ☐ unemotional

601 Match the sentence halves. Good answers don't always come quickly.....

- ☐ enthusiastic negotiators are rare!
- ☒ so don't be too impatient.
- ☐ be consistent
- ☐ you can't be tough all the time.
- ☐ or they will think you are weak.

602 Match the sentence halves. Sometimes you have to compromise -

- ☐ or they will think you are weak.
- ☒ you can't be tough all the time.
- ☐ try to stay calm.
- ☐ be consistent
- ☐ enthusiastic negotiators are rare!

603 Match the sentence halves. Don't get angry too quickly -

- ☐ you can't be tough all the time.
- ☒ try to stay calm.
- ☐ or they will think you are weak.
- ☐ be consistent
- ☐ enthusiastic negotiators are rare!

604 Match the sentence halves. Don't agree with everyone all the time

- ☐ so don't be too impatient.
- ☒ or they will think you are weak.
- ☐ you can't be tough all the time.
- ☐ try to stay calm.
- ☐ be consistent

605 Match the sentence halves. Say when you like an idea -

- ☐ you can't be tough all the time.
- ☒ enthusiastic negotiators are rare!
- ☐ so don't be too impatient.

- ☐ be consistent
- ☐ try to stay calm.

606 Match the sentence halves. Keep the same attitude towards others -

- ☐ or they will think you are weak.
- ☒ be consistent
- ☐ enthusiastic negotiators are rare!
- ☐ so don't be too impatient.
- ☐ try to stay calm.

607 Complete the sentence. It was very ... to be late for the meeting and not even apologise.

- ☐ formal
- ☒ impolite
- ☐ polite
- ☐ calm
- ☐ emotional

608 Complete the sentence. He prefers ... meetings where everybody can relax and feel comfortable.

- ☐ credible
- ☒ informal
- ☐ inconsistent
- ☐ emotional
- ☐ formal

609 Complete the sentence. It takes two to tango. They have to try to help and stop being so

- ☐ formal
- ☒ uncooperative
- ☐ responsive
- ☐ calm
- ☐ emotional

610 Complete the sentence. He signed the contract without reading it. What an ... attitude!

- ☐ credible
- ☒ irresponsible
- ☐ polite
- ☐ emotional
- ☐ formal

611 Complete the sentence. I think he is too He seems to accept whatever people say without thinking.

- ☐ cooperative
- ☒ uncritical
- ☐ impolite
- ☐ responsive
- ☐ credible

612 Complete the sentence. She'll criticise you one day and praise you the next. How can anyone be so ...?

- ☐ formal

- ☒ inconsistent
- ☐ irresponsible
- ☐ emotional
- ☐ polite

613 Match the sentence halves. Wouldn't we seem impatient

- ☐ if she keeps being inconsistent?
- ☒ if we told them to hurry again?
- ☐ if you exceed the sales target?
- ☐ if they make one?
- ☐ if they didn't win the contract?

614 Match the sentence halves. Will you get a bonus

- ☐ if we delivered immediately?
- ☒ if you exceed the sales target?
- ☐ if we told them to hurry again?
- ☐ if they didn't win the contract?
- ☐ if they make one?

615 Match the sentence halves. Won't you make a concession

- ☐ if we delivered immediately?
- ☒ if they make one?
- ☐ if she keeps being inconsistent?
- ☐ if we told them to hurry again?
- ☐ if you exceed the sales target?

616 Match the sentence halves. Would you increase your order

- ☐ if you exceed the sales target?
- ☒ if we delivered immediately?
- ☐ if they didn't win the contract?
- ☐ if they make one?
- ☐ if we told them to hurry again?

617 Match the sentence halves. Wouldn't they be dissatisfied

- ☐ if we told them to hurry again?
- ☒ if they didn't win the contract?
- ☐ if they make one?
- ☐ if she keeps being inconsistent?
- ☐ if you exceed the sales target?

618 Match the sentence halves. Will Ana ever win their trust

- ☐ if they didn't win the contract?
- ☒ if she keeps being inconsistent?
- ☐ if we told them to hurry again?
- ☐ if you exceed the sales target?
- ☐ if they make one?

619 Complete the sentence. We willyou a 15 per cent discount if you pay cash.

- ☐ be given

- ☒ give
- ☐ gave
- ☐ had given
- ☐ been given

620 Complete the sentence. If theylate, we will close their account.

- ☐ paying
- ☒ pay
- ☐ paid
- ☐ be paid
- ☐ will pay

621 Complete the sentence. If youthis week, we'll place a bigger order.

- ☐ is delivered
- ☒ deliver
- ☐ will deliver
- ☐ delivered
- ☐ were delivered

622 Complete the sentence. We'll give her a free gift if sheher order.

- ☐ are increasing
- ☒ increases
- ☐ increased
- ☐ will increase
- ☐ will be increased

623 Complete the sentence. If they make a concession, wethe same.

- ☐ had been done
- ☒ do
- ☐ will do
- ☐ be done
- ☐ had done

624 Complete the sentence. If you place regular orders, weinsurance.

- ☐ had covered
- ☒ cover
- ☐ covered
- ☐ will cover
- ☐ will be covering

625 Complete the sentence. I am writing to ... the dates we agreed for our next meeting.

- ☐ deliver
- ☒ confirm
- ☐ do
- ☐ need
- ☐ play

626 Complete the sentence. I would like to ... your advice.

- ☐ visit

- ☒ request
- ☐ make
- ☐ stay
- ☐ hesitate

627 Complete the sentence. I am writing to ... about the low quality of the goods you supplied.

- ☐ deliver
- ☒ complain
- ☐ stand
- ☐ visit
- ☐ invite

628 Complete the sentence. I would like to ... you to visit our stand at the trade fair.

- ☐ listen
- ☒ invite
- ☐ increase
- ☐ need
- ☐ play

629 Complete the sentence. I would like to ... about the course advertised in the Financial Times.

- ☐ do
- ☒ enquire
- ☐ visit
- ☐ invite
- ☐ deliver

630 Choose the right prepositions: The presenter is talking ...Joan Knight, an expert ...the tea industry.

- ☐ for, on
- ☒ to, on
- ☐ in, by
- ☐ by, at
- ☐ of, at

631 Complete the sentence. IBM manufactures-tech computer products.

- ☐ best
- ☒ high
- ☐ hard
- ☐ well
- ☐ long

632 Complete the sentence. Timberland makes a range of-wearing footwear.

- ☐ best
- ☒ hard
- ☐ high
- ☐ long
- ☐ well

633 Complete the sentence. Hermes produces -quality fashion accessories.

- ☐ long
- ☒ high
- ☐ best
- ☐ well
- ☐ hard

634 Complete the sentence. Coca-Cola and Pepsico both developed- selling soft drinks.

- ☐ high
- ☒ best
- ☐ long
- ☐ hard
- ☐ well

635 Complete the sentence. Duracell sells- lasting alkaline batteries.

- ☐ hard
- ☒ long
- ☐ well
- ☐ best
- ☐ high

636 Complete the sentence. Levi jeans are a- made clothing product.

- ☐ best
- ☒ well
- ☐ long
- ☐ high
- ☐ hard

637 Complete the sentence. Ferrari make- performance sports cars.

- ☐ best
- ☒ high
- ☐ hard
- ☐ long
- ☐ well

638 Match the verb to its meaning: to stop making

- ☐ modify
- ☒ discontinue
- ☐ manufacture
- ☐ design
- ☐ test

639 Match the verb to its meaning: to build or make

- ☐ launch
- ☒ manufacture
- ☐ discontinue
- ☐ modify
- ☐ promote

640 Match the verb to its meaning: to introduce to the market

- ☐ distribute
- ☒ launch
- ☐ test
- ☐ discontinue
- ☐ design

641 Match the verb to its meaning: to change in order to improve

- ☐ manufacture
- ☒ modify
- ☐ promote
- ☐ distribute
- ☐ discontinue

642 Match the verb to its meaning: to try something in order to see how it works

- ☐ discontinue
- ☒ test
- ☐ modify
- ☐ manufacture
- ☐ distribute

643 Match the verb to its meaning: to make a plan or drawing

- ☐ launch
- ☒ design
- ☐ distribute
- ☐ discontinue
- ☐ test

644 Match the verb to its meaning: to increase sales by advertising, etc.

- ☐ distribute
- ☒ promote
- ☐ launch
- ☐ design
- ☐ manufacture

645 Match the verb to its meaning: to supply to shops, companies, customers

- ☐ design
- ☒ distribute
- ☐ test
- ☐ launch
- ☐ discontinue

646 Complete the sentence. If a product is ... it doesn't cost a lot of money to use.

- ☐ hard
- ☒ economical
- ☐ fashionable
- ☐ attractive
- ☐ expensive

647 Complete the sentence. A product that is ... is popular at a particular time.

- ☐ mutual
- ☒ fashionable
- ☐ poor
- ☐ large
- ☐ obsolete

648 Complete the sentence. An ... product is one that people find beautiful and exciting.

- ☐ flatter
- ☒ attractive
- ☐ obsolete
- ☐ poor
- ☐ total

649 Complete the sentence. A product that is ... enjoyed or liked by a lot people.

- ☐ obsolete
- ☒ popular
- ☐ accurate
- ☐ quick
- ☐ mutual

650 Complete the sentence. A product that is ... can be trusted to work well.

- ☐ large
- ☒ reliable
- ☐ flatter
- ☐ quick
- ☐ poor

651 Complete the sentence. An ... product is expensive and usually of high quality.

- ☐ accurate
- ☒ upmarket
- ☐ multipurpose
- ☐ down market
- ☐ quick

652 Complete the sentence. If products are ... they are made especially for one person or group of people.

- ☐ economical
- ☒ custom made
- ☐ clear
- ☐ multipurpose
- ☐ poor

653 Complete the sentence. A ... product is one that has several different uses.

- ☐ first-class
- ☒ multipurpose
- ☐ large
- ☐ down market
- ☐ accurate

654 Complete the sentence. ... products are cheap and sometimes not good quality.

- ☐ total
- ☒ down market
- ☐ popular
- ☐ first-class
- ☐ multipurpose

655 Complete the sentence. ... products are of excellent quality.

- ☐ hard
- ☒ first-class
- ☐ down market
- ☐ useful
- ☐ obsolete

656 Match the sentence halves. If sales continue to fall

- ☐ and our product will become a lot more environment friendly.
- ☒ I'm afraid this model will have to be discontinued.
- ☐ by very young people who live in poverty.
- ☐ so we don't have to design a new product.
- ☐ nationwide well before the advertising campaign begins.

657 Match the sentence halves. Most of the world's soccer balls are made in Asia.....

- ☐ I'm afraid this model will have to be discontinued.
- ☒ by very young people who live in poverty.
- ☐ so we don't have to design a new product.
- ☐ nationwide well before the advertising campaign begins.
- ☐ the competition was already testing a similar drug.

658 Match the sentence halves. Our new computer games will be distributed

- ☐ and our product will become a lot more environment friendly.
- ☒ nationwide well before the advertising campaign begins.
- ☐ the competition was already testing a similar drug.
- ☐ by very young people who live in poverty.
- ☐ I'm afraid this model will have to be discontinued.

659 Match the sentence halves. The existing model can be improved easily

- ☐ by very young people who live in poverty.
- ☒ so we don't have to design a new product.
- ☐ the competition was already testing a similar drug.
- ☐ I'm afraid this model will have to be discontinued.
- ☐ nationwide well before the advertising campaign begins.

660 Match the sentence halves. The packaging will be modified

- ☐ nationwide well before the advertising campaign begins.
- ☒ and our product will become a lot more environment friendly.
- ☐ the competition was already testing a similar drug.
- ☐ I'm afraid this model will have to be discontinued.
- ☐ by very young people who live in poverty.

661 Match the sentence halves. When Alkaphen was launched,

- ☐ by very young people who live in poverty.
- ☒ the competition was already testing a similar drug.
- ☐ and our product will become a lot more environment friendly.
- ☐ so we don't have to design a new product.
- ☐ I'm afraid this model will have to be discontinued.

662 Complete the sentence. It's made of steel and is very sturdy.

- ☐ elegant
- ☒ stainless
- ☐ poor
- ☐ stable
- ☐ jobless

663 Complete the sentence. It weighs approximately 12 kilos, but it's very strong and

- ☐ late
- ☒ reliable
- ☐ current
- ☐ cool
- ☐ loud

664 Complete the sentence. Well, it's very in terms of power

- ☐ economic
- ☒ economical
- ☐ economy
- ☐ economics
- ☐ economist

665 Complete the sentence. It comes with a full five-year on parts and labour.

- ☐ colleague
- ☒ guarantee
- ☐ staff
- ☐ expert
- ☐ place

666 Match the sentence to a suitable ending. Casucci jeans are made.....

- ☐ by Chanel, the French fashion designer.
- ☒ of high-quality denim.
- ☐ by A. G. Bell.
- ☐ by millions of people every day.
- ☐ on animals.

667 Match the sentence to a suitable ending. In the future, a lot more shopping

- ☐ by A. G. Bell.
- ☒ will be done online.
- ☐ by millions of people every day.
- ☐ by Chanel, the French fashion designer.
- ☐ of high-quality denim.

668 Match the sentence to a suitable ending. Nestle products are consumed

- ☐ of high-quality denim.
- ☒ by millions of people every day.
- ☐ will be done online.
- ☐ by A. G. Bell.
- ☐ by Chanel, the French fashion designer.

669 Match the sentence to a suitable ending. The "little black dress" was created

- ☐ by millions of people every day.
- ☒ by Chanel, the French fashion designer.
- ☐ on animals.
- ☐ of high-quality denim.
- ☐ will be done online.

670 Match the sentence to a suitable ending. The telephone was invented

- ☐ of high-quality denim.
- ☒ by A. G. Bell.
- ☐ will be done online.
- ☐ by millions of people every day.
- ☐ on animals.

671 Match the sentence to a suitable ending. They claim that none of their new cosmetics are tested

- ☐ by Chanel, the French fashion designer.
- ☒ on animals.
- ☐ of high-quality denim.
- ☐ by millions of people every day.
- ☐ will be done online.

672 Complete the sentence. A fashion designercreated the "little black dress" was a genius.

- ☐ where
- ☒ who
- ☐ what
- ☐ when
- ☐ why

673 Complete the sentence. A brand is a namemakes it easy for customers to recognise a product.

- ☐ when
- ☒ which
- ☐ who
- ☐ why
- ☐ where

674 Complete the sentence. A warehouse is a large buildinggoods are stored until they are distributed to shops to be sold.

- ☐ which
- ☒ where
- ☐ when

- ☐ who
- ☐ why

675 Complete the sentence. A recession is a period of timethe economy is doing badly.

- ☐ where
- ☒ when
- ☐ what
- ☐ why
- ☐ who

676 Complete the sentence. This new instant coffee has been produced by a well-known companyhas always sold its coffee in the higher price ranges.

- ☐ who
- ☒ which
- ☐ where
- ☐ when
- ☐ why

677 Complete the sentence. The shop floor is an area in a factoryordinary workers do their work.

- ☐ what
- ☒ where
- ☐ who
- ☐ why
- ☐ when

678 Complete the sentence. A retailer is a personowns or runs a shop selling goods to members of the public.

- ☐ why
- ☒ who
- ☐ what
- ☐ when
- ☐ where

679 Complete the sentence. Sick leave is a period of timeyou stay away from your job because you are ill.

- ☐ where
- ☒ when
- ☐ which
- ☐ why
- ☐ who

680 Make up the sentence: repairing/ someone/ your/ now/ is/ machine/ washing.

- ☐ Your machine is washing now repairing someone.
- ☒ Someone is repairing your washing machine now.
- ☐ Machine is someone now repairing washing your.
- ☐ Washing machine is your someone now repairing.
- ☐ Now someone your repairing machine is washing.

681 Make up the sentence: should/ new/ immediately/ we/ test/ this/ product.

- ☐ New this should we immediately test product.
- ☒ We should test this new product immediately.
- ☐ This immediately new product should we test .
- ☐ Should this we product test immediately new.
- ☐ Immediately we test should this new product .

682 Make up the sentence: we/ have/ the/ improve/ definitely/ to/ packaging.

- ☐ To have packaging we improve the definitely.
- ☒ We definitely have to improve the packaging.
- ☐ To improve definitely the packaging have we.
- ☐ Definitely to have the improve we packaging.
- ☐ The have to packaging definitely improve we.

683 Complete the sentence. Rolex makes high ... watches.

- ☐ mark
- ☒ quality
- ☐ danger
- ☐ easy
- ☐ card

684 Complete the sentence. Timberland makes fashionable and hard ... boots.

- ☐ design
- ☒ wearing
- ☐ profit
- ☐ market
- ☐ select

685 Complete the sentence. Dell manufactures high ... computer products.

- ☐ cost
- ☒ tech
- ☐ quality
- ☐ select
- ☐ safe

686 Complete the sentence. Samsung has produced some best ... mobile phones.

- ☐ find
- ☒ selling
- ☐ market
- ☐ danger
- ☐ card

687 Complete the sentence. Tungsham makes long ... light bulbs.

- ☐ mode
- ☒ lasting
- ☐ built
- ☐ pricing
- ☐ market

688 Complete the sentence. Samsinite sells practical and well ... bags and suitcases.

- ☐ card
- ☒ made
- ☐ safe
- ☐ find
- ☐ mode

689 Choose the right prepositions. Would you like ...join us ...dinner?

- ☐ from, in
- ☒ to, for
- ☐ on, of
- ☐ in, at
- ☐ by, with

690 Choose the right preposition. Companiesall over the world enter the competition.

- ☐ at
- ☒ from
- ☐ by
- ☐ on
- ☐ for

691 Choose the right preposition. There are five prizesthe selected companies.

- ☐ by
- ☒ for
- ☐ at
- ☐ on
- ☐ about

692 Choose the right prepositions. It's fairly expensive comparedother models.

- ☐ in
- ☐ on
- ☐ at
- ☐ by
- ☒ with