

**3902Y\_Ä°\_Qiyabi\_Yekun imtahan testinin sualları****Fənn : 3902y Xarici dil-2**

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

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

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

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

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

- income statement
- trade balance
- trade surplus
- labour shortage
- account balance

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

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

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

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

6 Choose the synonym of the word: jobless

- shareholders
- receivables
- unemployed
- traders
- speculators

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

- speculators
- unemployed
- receivables
- shareholders
- traders

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

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

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

- economies
- economical
- economics
- economy
- economic

10 Choose the wrong meaning of the word: finance

- is the study of money management
- is money provided or lent for a particular purpose
- 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

11 Choose the opposite for the word combination: bull market

- share market
- bear market
- free market
- mass market
- trade market

12 Choose the synonym of the word: crash

- contribution
- collapse
- barrier
- overdraft
- value

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

- market pressure
- market capitalization
- market segment
- market share
- market force

14 Find the correct meaning of the phrase: panic selling

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

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

- scheme
- mortgage
- turnover
- barrier
- contribution

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

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

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

- trading
- overdraft
- rally
- decline
- mortgage

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

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

19 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
- security contract
- a sales contract
- a futures contract
- credit policy

20 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
- a sales contract
- credit policy
- an option contract
- security contract

21 Choose the synonym of the word: stockmarkets

- invoices
- derivatives
- bonds
- bourses
- overdrafts

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

- downmarket
- derivatives
- option markets
- capital markets
- overdrafts

23 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 distributor
- a customer
- a speculator
- retailer

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

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

25 Find the correct meaning of the word: currencies

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

26 Find the correct meaning of the word: bonds

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

27 Find the correct meaning of the word: commercial paper

- the variable costs in marking particular goods
- buying and selling the money of particular countries
- long-term borrowing to business
- short – term lending to business

- selling price minus direct production costs

28 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.  
 and sold 3 million of the devices in 80 days.  
 they decided to exhibit at the Inventors' Fair.  
 when they saw an opening in the market.  
 and asked them to talk about innovation and change.

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

- securities  
 currencies  
 bonds  
 financial centers  
 commodities

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

- from, to  
 to, for  
 on, to  
 to, from  
 at, from

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

- take  
 offer  
 make  
 climb  
 have

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

- to be in charge  
 involves  
 looks  
 deals  
 makes sure

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

- deals  
 is in charge  
 makes sure  
 is responsible  
 looks

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

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

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

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

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

- sharing
- contact
- let
- moving
- working

37 Could you ..... us as soon as possible ?

- sharing
- moving
- let
- contact
- working

38 Complete the sentence: Would you mind ..... at weekends ?

- sharing
- let
- contact
- working
- moving

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

- send
- moving
- contact
- let
- working

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

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

41 Put the correct preposition. To make sure .....

- with
- after
- around
- that
- for

42 Put the correct preposition. To deal .....

- that
- of
- after
- with
- for

43 Put the correct preposition. To be in charge .....

- that
- with
- after
- of
- for

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

- make
- decide
- offer
- have
- take

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

- take
- climb
- make
- offer
- have

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

- have
- climb
- take
- make
- offer

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

- take
- decide
- climb

- have
- offer

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

- take
- decide
- climb
- have
- offer

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

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

50 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
- work flexitime
- do part-time work
- get a promotion
- make a fortune

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

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

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

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

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

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



54 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 plan
- career move
- career break
- career opportunities

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

- career path
- career opportunities
- career plan
- career move
- career break

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

- career ladder
- career plan
- career break
- career path
- career opportunities

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

- career path
- career plan
- career break
- career ladder
- career move

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

- career path
- career move
- career opportunities
- career plan
- career break

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

- career path
- career break
- career move
- career opportunities
- career plan

60 Choose the wrong noun phrase: work

- flexitime
- overtime
- in shifts
- anti-social hours

- an office job

61 Choose the wrong noun phrase: take

- a chance  
 early retirement  
 a pension  
 an opportunity  
 time off

62 Choose the wrong noun phrase: do

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

63 Choose the wrong noun phrase: earn

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

64 Choose the wrong noun phrase: get

- the sack  
 progress  
 a promotion  
 a bonus  
 fired

65 Choose the wrong noun phrase: make

- progress  
 a training course  
 a fortune  
 a living  
 a mistake

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

- storage  
 discount  
 delivery  
 refund  
 bargain

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

- for  
 in  
 to

- at
- by

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

- for, at
- on, in
- at, for
- in, for
- for, of

69 Choose the right conjunction. We were unable to finance the new project .....severe cash flow problems.

- though
- as
- because of
- because
- so

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

- because
- but
- so
- as
- because of

71 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.

72 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.

73 Match the word or word combination to its definition. Method for customers to obtain a discount on future purchases from the same organisation.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

81 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
- capitalization
- depression
- identity theft
- flotation

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

- target
- laundering
- rigging
- bribery
- windfall

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

- flotation
- overdraft
- discount
- slump
- windfall

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

- breakthrough
- depression
- inflation
- boom
- windfall

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

- target
- windfall
- slump
- bribe
- trough

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

- or
- because of
- so
- because
- though

87 Choose the synonym of the word: counterfeiting

- windfall
- stagnation
- discount

- forgery
- stock

88 Choose the synonym of the word: bribe

- trough
- overdraft
- stagflation
- backhander
- windfall

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

- overdraft
- discount
- slump
- stagflation
- stock

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

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

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

- trough
- windfall
- depression
- embezzlement
- stagnation

92 Choose the wrong variant. Financial crimes may involve ....

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

93 Choose the synonym of the word: steady

- large
- senior
- flexible
- stable
- small

94 Choose the synonym of the word: behaviour

- target
- slump

- bribe
- conduct
- rigging

95 Choose the synonym of the word: kickback

- trough
- sweetener
- overdraft
- slump
- recession

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

- listed
- increased
- involved
- plummet
- fined

97 Complete the sentence: Some professions have a code of ethics - rules or professional .....that control the way they behave.

- troughs
- peaks
- guidelines
- interest
- disposal

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

- overdraft
- depression
- retirement
- peak
- windfall

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

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

100 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
- market capitalization
- insider trading
- market rigging
- price fixing

101 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
- market capitalization
- sweatshop labour
- Insider trading
- negative growth

102 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.

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

103 Choose the synonym of the word: level off

- level for
- level in
- level on
- level with
- level out

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

- overdraft
- boom
- windfall
- increase
- recession

105 Choose the opposite for the word: peak

- stock
- growth
- trough
- discount
- disposal

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

- sweetener
- rackets
- stagflation
- flotation
- boom

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

- shortage
- demand
- defence



- slump
- disposal

108 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

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

- laundering
- environmental
- affirmative
- confident
- trading

110 Choose the opposite for the word: forgery

- fraud
- original
- slump
- bribe
- scam

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

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

112 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.

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

- overdraft
- breakthrough
- stagnation
- trough
- disposal

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

- windfall
- peak
- demand
- depression
- barrier

115 Choose the synonym of the word: stakes

- notes
- holdings
- disposal
- capitalization
- bargain

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

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

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

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

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

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

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

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

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

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

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

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

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

- Electronics
- IT ( Information Technology)
- Pharmaceuticals
- Retail
- Engineering

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

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

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

- on, to
- for, to
- at, for
- of, for
- for, of

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

- in, to
- on, in
- at, in
- to, in
- to, at

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

- as
- so
- yet
- because
- for

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

- as
- because of
- but
- because
- for

128 Choose the right conjunction. Local competition is extremely strong .....we are planning to buy out local competitors.

- as
- so
- because of
- because
- though

129 Choose the right conjunction. The motivation of the sales is now increasing .....we bought some new company cars.

- because of
- because
- but
- so
- though

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

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

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

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

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

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

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

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

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 main building or location of a large organization.

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

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

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

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

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

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

- to
- in
- at
- for
- of

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

- to
- in
- for
- at
- on

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

- for
- to
- at
- in
- by

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

- to issue
- to accept
- to deal
- to delegate
- to surge

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

- stagflation
- empowerment
- downshifting
- footprint
- bargain

143 Choose the opposite for the word: remote

- competitive
- distant
- bearish
- approachable
- stable

144 Choose the synonym of the word: accessible

- attractive
- competitive
- remote
- approachable
- bearish

145 Choose the synonym of the word: remote

- negative
- personal
- accessible
- distant
- rival

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

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

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

- income statement
- negative equity
- top-down approach

- management by consensus
- window dressing

148 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
- visionary
- dynamism
- consultation
- bargain

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

- rival
- personal
- remote
- accessible
- bearish

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

- stable
- rival
- accessible
- distant
- affirmative

151 Choose the synonym of the word: charismatic

- rival
- bearish
- stable
- attractive
- personal

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

- breach
- peak
- scam
- energy
- slump

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

- barrier
- scam
- breach
- dynamism
- stagflation

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

- bust

- breach
- diary
- drive
- scam

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

- speculator
- predator
- trader
- backhander
- visionary

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

- emissions
- fraud
- breach
- charisma
- footprints

157 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
- stakeholders
- leaderships
- subordinates
- debtors

158 Choose the synonym of the word: downshifting

- fraud
- bargain
- breach
- rebalancing
- pressure

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

- stagnation
- backhander
- oversubscribe
- downshifting
- distraction

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

- underspent
- demutualized
- paid off
- burned out



demerged

161 Choose the synonym of the word: challenging

- following
- environmental
- professional
- difficult
- steady

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

- derivatives
- penalties
- exports
- interruptions
- bonds

164 Choose the synonym of the word: interruption

- recession
- fraud
- emissions
- distraction
- footprint

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

- to overlap
- to merge
- to interrupt
- to prioritize
- to wind up

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

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

167 Choose the synonym of the word: calendar

- peak
- fraud
- stake

- diary
- backhander

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

- of, on
- on, in
- of, to
- in, to
- of, in

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

- peaks
- emissions
- issues
- penalties
- breaches

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

- chilled
- oversubscribe
- overlap
- simultaneous
- environmental

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

- write-off
- demerge
- oversubscribe
- overlap
- retain

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

- a recession
- an emission
- a footprint
- a project
- a fraud

173 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
- timescale
- overlap
- downtime
- lead time

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

- referred
- fixed
- chilled
- delayed
- forced

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

- ahead of schedule
- on schedule
- out of schedule
- behind schedule
- of schedule

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

- out of schedule
- behind schedule
- on schedule
- ahead of schedule
- of schedule

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

- out of schedule
- of schedule
- behind schedule
- on schedule
- ahead of schedule

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

- breach
- priority
- overlap
- schedule
- quality

179 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
- bust
- head
- lead
- slump

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

- workforce
- breach
- footprint
- timescale
- turnover

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

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

182 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
- loyalty-card scheme
- after-sales service
- credit-card details
- method of payment

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

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

184 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

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

- cook
- manufacturer
- seller
- buyer
- caller

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

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

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

- so she won't have to drive to work anymore.
- 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.

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

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

189 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.

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

- so we'll have to exchange them.
- 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.

191 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.

192 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.

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

- organize
- deliver
- open
- offer
- hesitate

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

- to improve
- to cover

- to dispatch
- to walk
- to prepare

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

- sale
- bargain
- increase
- stock
- offer

196 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

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

- minority
- bulk
- service
- credit
- refund

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

- teacher
- retailer
- broker
- purchaser
- secretary

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

- purchased
- dispatched
- exchanged
- placed
- increased

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

- mail
- turnover
- bargain
- warehouse
- industry

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

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

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

- workplace
- hospitality
- order
- activity
- regard

203 Complete the sentence: Always .....the small print before you sign a sales contract.

- damage
- read
- write
- order
- have

204 Complete the sentence: A .....is a person or company that sells goods in large quantities to business.

- broker
- wholesaler
- representative
- dealer
- buyer

205 Complete the sentence: ... means to give someone their money back, because they are not satisfied with what they have bought.

- to cover
- to damage
- to order
- to carry
- to refund

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

- bargain
- storage
- discount
- delivery
- refund

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

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

208 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.

209 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.

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

- 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.
- so we don't need to work over the weekend.
- so you must be confident.

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

- so we must not offer any further discounts.
- 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 you'll have to buy it on disk.

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

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

213 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.

214 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.
- It is not necessary.
- Don't do that!



- It is necessary.
- It would be a good idea.

215 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.

216 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!

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

- videoconferencing
- landline
- cellphone
- extension
- cordless phone

218 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.

- cellphone
- cordless phone
- extension
- webcam
- landline

219 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.

- cellphone
- extension
- landline
- payphone
- cordless phone

220 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

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

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

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

- cellphone
- extension
- payphone
- landline
- webcam

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

- cellphone
- payphone
- webcam
- landline
- extension

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

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

225 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.

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

- dimension
- extension
- distance
- humour
- gesture

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

- dimension
- order
- extension

- gesture
- skill

228 Choose the synonym of the word: boundaries

- skills
- styles
- peaks
- limits
- sales

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

- individualism
- consultation
- collectivism
- presenteeism
- dimension

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

- target
- minority
- consultation
- individualism
- refund

231 Complete the sentence: In ....societies people are part of strong groups, often extended families.

- collectivist
- industrial
- individualist
- office
- ethnic

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

- industrial
- office
- collectivist
- individualist
- ethnic

233 Choose the synonym of the word: reservation

- distance
- extension
- consultation
- booking
- activity

234 Choose the synonym of the word: deference

- activity
- fraud
- culture
- respect
- delivery

235 Choose the synonym of the word: holiday

- extension
- target
- peak
- vacation
- fraud

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

- , in, on
- on, to, in
- to,-, in
- to, on, in
- on, in, -

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

- breaches
- interruptions
- lifestyles
- stereotypes
- distractions

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

- macho culture
- business culture
- long-hours culture
- learning culture
- sales culture

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

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

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

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

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

- corporate culture
- business culture
- sales culture
- macho culture
- learning culture

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

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

243 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
- sales culture
- long-hours culture
- business culture
- corporate culture

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

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

245 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.

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

- reduce
- turn
- raise
- target
- lease

247 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

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

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

249 Match the word partnership to its definition. to raise some body's status

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

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

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

251 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

252 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

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

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

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

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

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

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

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

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

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

- bargain
- return
- discount
- delivery
- sale

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

- do
- get
- reduce
- treat
- rise

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

- rise
- deliver
- reduce
- do
- treat

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

- treat
- make
- stay
- get
- do

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

- break
- do
- launch
- treat
- deliver

262 Complete the sentence: I cant find a solution to all problems, of course, but I ... my best.

- sell
- decide
- do
- make
- increase

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

- turn down
- reduce
- set up
- look for
- carry

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

- they decided to exhibit at the Inventors' Fair.
- 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.
- when suddenly Jackson announced that he was stepping down as General Manager.

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

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

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

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

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

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

268 Match the word combination to its definition. The official name of someone`s job.



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

269 Choose the synonym of the word: family name

- title
- business name
- surname
- company name
- address

270 Complete the sentence: Business cards may help you understand the ....of the company you are dealing with.

- distance
- hierarchy
- delivery
- bargain
- extension

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

- research cards
- business cards
- loyalty cards
- discount cards
- credit cards

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

- having
- shopping
- finding
- waiting
- travelling

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

- travelling
- shopping
- making
- waiting
- going

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

- shopping
- having
- waiting
- being
- travelling

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

- going
- shopping
- finding
- travelling
- waiting

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

- making
- finding
- going
- travelling
- being

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

- travelling
- having
- waiting
- going
- taking

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

- finding
- going
- taking
- waiting
- making

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

- discount
- workload
- distance
- deadline
- working environment

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

- landline
- distance
- workload
- deadline
- flexitime

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

- flexitime
- deadline

- lifestyle
- workload
- working environment

282 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

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

- workaholic
- lifestyle
- deadline
- workload
- working environment

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

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

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

- flexitime
- workload
- deadline
- working environment
- workaholic

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.

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

287 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

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

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

289 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

290 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

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

- out
- but
- under
- at
- if

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

- at
- under
- in
- since
- about

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

- on
- to
- in
- of
- at

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

- about
- over
- at

- out
- for

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

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

296 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

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

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

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

- on, on
- of, in
- of, on
- for, on
- in, to

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

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

300 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

301 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 very different handle stress women generally.
- 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.

302 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.

303 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.

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

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

305 Choose the right prepositions. I am writing ....reference.... your ad ....network engineers.

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

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

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

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

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

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

- mentioned
- bilingual
- available
- stimulating
- attached

309 Choose the synonym of the word: qualifications

- background
- bargain
- backhander
- breakthrough
- bust

310 Choose the synonym of the word: per annum

- per hour
- per cent
- per day
- per capita
- per year

311 Choose the wrong email ending.

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

312 Choose the right prepositions. Thank you ....the latest version ....the network equipment supply contract that you sent....email last month.

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

313 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

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 first page of a fax showing who it's from, who it's to, etc.

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

316 Choose the synonym of the word: seriousness

- reply
- formality
- relation
- network
- document

317 Choose the synonym of the word: delete

- dispatch
- copy
- wait
- get rid of
- answer

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

- inbox
- attachment
- delete
- attach
- subject

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

- attach
- delete
- reply
- subject
- inbox

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

- inbox
- delete
- reply
- subject
- attach

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

- attach
- inbox



- subject
- delete
- reply

322 Match the sentence halves. They said I should .....

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

323 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.

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

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

325 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.

326 Match the sentence halves. I hope I can take .....

- on really well.
- up their invitation next summer.
- to seeing them all again.
- after five clients from Turkey.
- come over and see them in Antalya.

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

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

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

- to seeing them all again.

- after five clients from Turkey.
- up their invitation next summer.
- on really well.
- the Old Town.

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

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

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

- receipt
- recipe
- cuisine
- cooker
- cookbook

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

- spinach
- meat
- meal
- food
- onion

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: Jane invited me round for dinner last night. Her husband is a wonderful .....

- cooker
- cook
- dishing
- cuisine
- cookies

334 Complete the sentence: Many people have only two ....a day: breakfast and dinner.

- cooks
- meals
- courses
- dishes
- cuisine

335 Find the extra word:

- lobster
- crab
- tuna
- chicken
- salmon

336 Find the extra word:

- cabbage
- lamb
- cucumber
- onion
- spinach

337 Find the extra word:

- venison
- veal
- cabbage
- lamb
- pork

338 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

339 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

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

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

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

- carrying out
- put off
- hold on
- turn down
- set up

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

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

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

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

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

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

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

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

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

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

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

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

348 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

349 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

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

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

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

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

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

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

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

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

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

- refuse

- see the sights
- accept
- arrive
- await with pleasure

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

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

356 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

357 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

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

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

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

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

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

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

361 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?

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

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

363 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.

364 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.

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

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

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

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

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

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

368 Choose the synonym of the word: kick off

- decide
- make
- contact
- begin
- close

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

- on, to
- at, in
- on, in
- to, at
- in, on

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

- top-down approach
- information line
- matter arising
- brainstorming
- contact information

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

- on
- off
- with
- in
- of

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

- hesitate
- forgery
- waste
- details
- tactfully

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

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

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

- fraud
- leadership
- agenda
- chat
- consultation



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

- cover
- stick
- sale
- waste
- use

376 Complete the sentence: One of the types of meeting is .....general meeting - a shareholders` meeting to discuss an important issue such as a proposed merger.

- project
- extraordinary
- brainstorming
- chat
- conversation

377 Complete the sentence: One of the types of meeting is .....meeting of employees involved in a particular activity.

- entertaining
- project
- conversation
- chat
- extraordinary

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

- chat
- entertaining
- extraordinary
- brainstorming
- empowerment

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

- downshifting
- project
- chat
- board meeting
- extraordinary

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

- entertaining
- board meeting
- brainstorming
- chat
- project

381 Choose the synonym of the word: run

- chair
- confuse
- cancel
- share
- increase

382 Choose the synonym of the word: call off

- cause
- launch
- arrange
- cancel
- impose

383 Choose the synonym of the word: put off

- behave
- plan
- compete
- postpone
- start

384 Choose the synonym of the word: put back

- use
- arrange
- launch
- put off
- decide

385 Choose the synonym of the word: arrange

- impact
- book
- hesitate
- organize
- impose

386 Choose the synonym of the word: set up

- attach
- reduce
- cancel
- arrange
- deal

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

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

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

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

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

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

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

- to set up a meeting
- to attend a meeting
- to run a meeting
- to call off a meeting
- to miss a meeting

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

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

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

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

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

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

394 Complete the sentence. Prices increased again last month so the .....rose to 5.3 per cent.

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

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

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

396 Complete the sentence. The higher the .....of a country, the richer its people are.

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

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

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

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

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

399 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

400 Complete the sentence. In countries where the .....is high, young people tend to study more.

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

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

- government bureaucracy
- unemployment rate
- labour force

- exchange rate
- interest rate

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

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

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

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

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

- exchange rate
- government bureaucracy
- foreign investment
- labour force
- GDP(gross domestic product)

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

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

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

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

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

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

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

- foreign investment
- tax incentives

- labour force
- unemployment rate
- inflation rate

409 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)

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

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

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

- interest rate
- inflation rate
- unemployment rate
- government bureaucracy
- tax incentives

412 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

413 Complete the sentence. Can you check the figures . . . . . you go home?

- what
- who
- where
- before
- how

414 Complete the sentence. It's urgent, so I'll phone you . . . . I get home.

- where
- whom
- how
- what
- as soon as

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

- where

- when
- what
- how
- whom

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

- whom
- what
- where
- how
- as soon as

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

- until
- when
- whom
- who
- how

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

- how
- when
- whom
- where
- what

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

- where
- when
- what
- how
- whom

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

- who
- when
- how
- where
- what

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

- whom
- what
- where
- as soon as
- how

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

- while
- where
- what
- after
- whom

423 Complete the sentence. He looked at our business plan ....we were waiting.

- what
- where
- whom
- while
- who

424 Complete the sentence. She remembers .....she first started her business.

- whom
- as soon as
- what
- when
- until

425 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, I have. I'd like to discuss it ith you when you have a minute.
- Yes,I agree. We'll find out as soon as we get the FT.
- 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.

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

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

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?
- When you've typed them all up, we can check them together.
- 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.
- 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. It seems we`re not doing business with Alfatex anymore.

- Yes,I agree. We'll find out as soon as we get the FT.
- 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.
- No, never again. Certainly not until they apologise for their terrible mistakes.
- Well, could we possibly do that before the meeting starts?

429 Match the two parts of the dialogue. Have you read Peter`sales report?



- When you've typed them all up, we can check them together.
- 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, I have. I'd like to discuss it with you when you have a minute.
- We don't know yet. We'll have more information after we've talked to the team leader.

430 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.
- We don't know yet. We'll have more information after we've talked to the team leader.
- Yes, I have. I'd like to discuss it with you when you have a minute.
- Well, could we possibly do that before the meeting starts?
- No, never again. Certainly not until they apologise for their terrible mistakes.

431 Complete the sentence. We'll phone you when the goods ....here.

- will have been
- will be
- were
- are
- have been

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

- have been
- was
- will be
- is
- will have been

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

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

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

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

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

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

436 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
- foreign debt
- subsidies
- trade surplus
- recession

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

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

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

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

439 Match the government measure with its purpose. Reduce bureaucracy

- stimulate consumer spending
- improve the balance of trade
- reduce the budget deficit
- attract foreign investors
- stop companies polluting the air and water

440 Match the government measure with its purpose. Lower the interest rate

- stimulate consumer spending
- attract foreign investors
- improve the balance of trade
- stop companies polluting the air and water
- reduce the budget deficit

441 Match the government measure with its purpose. Raise taxes

- reduce unemployment
- improve the balance of trade
- stop companies polluting the air and water
- stimulate consumer spending
- reduce the budget deficit

442 Match the government measure with its purpose. Pass a very strict environmental law

- reduce the budget deficit
- attract foreign investors
- stop companies polluting the air and water

- stimulate consumer spending
- reduce unemployment

443 Match the government measure with its purpose. Make export easier

- stop companies polluting the air and water
- improve the balance of trade
- stimulate consumer spending
- reduce the budget deficit
- attract foreign investors

444 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

445 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.

446 Match the sentence halves. I think you should save some money .....

- when the conditions are right.
- while you are still working.
- before we leave for the airport.
- when she finds a good job.
- until we've saved enough money.

447 Match the sentence halves. We won't open our new office .....

- while you are still working.
- until we've saved enough money.
- when the conditions are right.
- until the meeting has finished.
- the economy will slow down.

448 Match the sentence halves. She will move to Frankfurt .....

- as soon as you get to the office.
- until the meeting has finished.
- the economy will slow down.
- when she finds a good job.
- before we leave for the airport.

449 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.

450 Match the sentence halves. We need to stay .....

- when she finds a good job.
- the economy will slow down.
- until the meeting has finished.
- as soon as you get to the office.
- before we leave for the airport.

451 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.

452 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.

453 Choose the right prepositions: Here are some expressions used ...meetings ...different purposes.

- at, in
- for, to
- on, to
- in, for
- to, from

454 Match the word or word combination to its definition. The way the presenter looks at the audience.

- breakdown
- eye contact
- confrontation
- gesture
- physical contact

455 Match the word or word combination to its definition. A financial adviser gives advice to people about investments.

- leverage
- pressure
- seminar
- confrontation
- breakdown

456 Match the word or word combination to its definition. Company employees do practical exercises on time management.

- pollution
- workshop
- leverage
- distraction
- confrontation

457 Match the word or word combination to its definition. A car company announces a new model.

- breakdown
- product launch
- distraction
- stagflation
- workload

458 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.

- distraction
- demonstration
- confidential information
- burden
- stagnation

459 Match the word or word combination to its definition. The chief executives of two companies tell journalists why their companies have merged.

- breakdown
- press conference
- distraction
- confrontation
- product launch

460 Choose the synonym of the word: consensus

- pollution
- agreement
- principal
- leverage
- distraction

461 Match the word to its definition. A situation where most people agree about something.

- burden
- consensus
- stagnation
- peak
- contribution

462 Match the word to its definition. An agreement where each side accepts less than it wanted.

- breakdown
- compromise
- distraction
- pollution
- pressure

463 Match the word partnership to its definition. A programme of advertising activities over a period, with particular aims.

- advertising agency
- advertising agent
- advertising standarts
- advertising campaign
- advertising budget

464 Match the word partnership to its definition. An amount of money available for advertising during a particular period.

- advertising budget
- advertising agency
- advertising campaign
- advertising agent
- advertising standarts

465 Match the word partnership to its definition. A business which advises companies on advertising and makes ads.

- advertising campaign
- advertising standarts
- advertising agent
- advertising budget
- advertising agency

466 Match the word partnership to its definition. Numbers showing how much a company has sold in a period.

- sales manager
- sales tax
- sales figures
- sales target
- sales forecast

467 Match the word partnership to its definition. How much a company thinks it will sell in a period.

- sales figures
- sales forecast
- sales tax
- sales target
- sales manager

468 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

469 Match the word partnership to its definition. Length of time people continue to buy a product.

- product price
- product lifecycle

- produc manager
- product range
- product launch

470 Match the word partnership to its definition. Introduction of a product to the market.

- product price
- product launch
- product range
- product lifecycle
- produc manager

471 Match the word partnership to its definition. Things people buy for their own use.

- consumer tax
- consumer goods
- consumer price
- consumer profile
- consumer behaviour

472 Match the word partnership to its definition. Where and how people buy things.

- consumer tax
- consumer goods
- consumer profile
- consumer behaviour
- consumer price

473 Match the word partnership to its definition. Description of a typical customer.

- consumer goods
- consumer profile
- consumer price
- consumer tax
- consumer behaviour

474 Match the word partnership to its definition. A group of customers of similar age, income level and social group.

- market price
- market research
- market segment
- market basket
- market share

475 Match the word partnership to its definition. Information about what customers want and need.

- market share
- market research
- market price
- market basket
- market segment

476 Match the word partnership to its definition. The percentage of sales a company has.

- market research
- market share
- market segment
- market price
- market basket

477 Match the word or phrase to its definition. The ranking of a company or brand against its competitors in terms of its sales.

- rebrand
- market position
- product mix
- upmarket
- saturated

478 Match the word or phrase to its definition. Money that is available to spend after paying for essentials like taxes, food and housing.

- upmarket
- disposable income
- penetrate
- rebrand
- market position

479 Match the word or phrase to its definition. Start selling goods or services in a new market.

- penetrate
- product mix
- disposable income
- upmarket
- saturated

480 Match the word or phrase to its definition. Expensive compared to other products of the same type.

- rebrand
- disposable income
- market position
- penetrate
- upmarket

481 Match the word or phrase to its definition. A market filled so completely that no more products can be added.

- market position
- disposable income
- saturated
- product mix
- penetrate

482 Match the word or phrase to its definition. The combination of products that a company has to offer.

- rebrand
- product mix
- upmarket
- disposable income



- saturated

483 Complete the sentence. An advertising campaign takes place over a period of time and usually has specific .....

- recession
- aim
- share
- fraud
- packaging

484 Complete the sentence. Production ..... are what a company must spend on production.

- forecast
- costs
- cycle
- place
- need

485 Complete the sentence. Good marketing should increase the volume of .....

- forecast
- sales
- need
- place
- promotion

486 Complete the sentence. Companies carry out market research to get information about what buyers ..... and wants.

- share
- need
- sales
- promotion
- place

487 Complete the sentence. Companies sometimes promote their products by giving ..... gifts to customers.

- aim
- need
- promotion
- free
- forecast

488 Match the word to its definition. Goods or services that are sold.

- service
- product
- promotion
- place
- price

489 Match the word to its definition. Where goods or services are available.

- promotion

- service
- place
- product
- price

490 Match the word to its definition. Informing customers about products and persuading them to buy them.

- place
- promotion
- price
- service
- product

491 Match the word to its definition. The cost to the buyer of goods or services.

- product
- price
- service
- place
- promotion

492 Choose the right prepositions: Present your ideas ... the other teams .... the marketing department.

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

493 Choose the right prepositions: I am interested ....your range ...diet products.

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

494 Choose the right prepositions: The key ....successful marketing consists....three broad areas.

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

495 Choose the right prepositions: ....regard ....price, we should look carefully ....our competitors` policy.

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

496 Choose the right prepositions: ....the basis ....the above findings, I would like to make the following recommendations.

- to, for
- on, of
- of, with
- in, on
- for, in

497 Make up the sentence: a/ How/ do/ often/ report/ write/ you?

- 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?
- How do often you write a report?

498 Make up the sentence: my/ Have/ sales/ read/ report/ you/ quarterly?

- Have sales my report quarterly you read?
- Have my read you quarterly report sales?
- Have you quarterly sales read my report?
- Have read you my sales quarterly sales report?
- Have you read my quarterly sales report?

499 Make up the sentence: expecting/ figures/ sales/ Were/ better/ you?

- Were figures you expecting better sales?
- Were sales you expecting better figures?
- Were you expecting better sales figures?
- Were expecting better you figures sales?
- Were better you sales figures expecting?

500 Make up the sentence: a/ advertising/ Do/ lot/ on/ spend/ they?

- Do spend a lot they advertising on?
- Do they spend a lot on advertising?
- Do a lot on they spend advertising?
- Do they a spend advertising on lot?
- Do a lot advertising on they spend?

501 Complete the sentence. ....is you sales forecast?

- which
- what
- who
- how
- why

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. ....market segments has your product been most successful in?

- who
- which
- why
- how much
- what

504 Complete the sentence. ....did you target your new product at?

- who
- what
- how
- how much
- how many

505 Complete the sentence. ....new products did you launch? Was it two or three?

- why
- how much
- who
- how many
- how long

506 Complete the sentence. ....money did you spend on the campaign?

- why
- how much
- how many
- how long
- when

507 Complete the sentence. ....didn't you contact an advertising agency?

- what
- which
- why
- who
- how much

508 Complete the sentence. ....did you launch this advertising campaign?

- what
- when
- how much
- how many
- which

509 Complete the sentence. In our very ....business world, a good brand is one of the keys to the success of any company.

- possible
- competitive
- informative
- saturated
- domestic

510 Match the word to its definition. To discuss and agree the price of something.

- to hesitate
- to receive
- to cancel
- to follow
- to bargain

511 Match the word to its definition. Someone who is good at getting what they want, but could be difficult to deal with.

- free negotiator
- state negotiator
- tough negotiator
- special negotiator
- joint negotiator

512 Match the phrase to its definition. The way that negotiations develop.

- bargaining power
- bargaining process
- bargaining ploy
- bargaining point
- bargaining chip

513 Match the phrase to its definition. The degree to which one side is strong enough to obtain what it wants.

- bargaining process
- bargaining power
- bargaining point
- bargaining ploy
- bargaining chip

514 Match the phrase to its definition. A particular issue that a negotiator discusses.

- bargaining process
- bargaining point
- bargaining power
- bargaining ploy
- bargaining chip

515 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

516 Match the phrase to its definition. A technique used by a negotiator that might be considered as unfair.

- bargaining ploy
- bargaining point
- bargaining process
- bargaining chip

- bargaining power

517 Match the phrase to its definition. A particular technique used by a negotiator.

- bargaining process  
 bargaining chip  
 bargaining point  
 bargaining power  
 bargaining tactic

518 Complete the sentence. ....negotiations take a very long time.

- intense  
 last-minute  
 protracted  
 ridiculous  
 structured

519 Complete the sentence. ....negotiations take place very late in relation to the time that an agreement is necessary.

- protracted  
 last-minute  
 delicate  
 ridiculous  
 wage

520 Complete the sentence. ....negotiations are very difficult and could easily fail.

- ridiculous  
 delicate  
 structured  
 last-minute  
 protracted

521 Complete the sentence. ....negotiations are very difficult and tiring, with a lot being discussed.

- protracted  
 intense  
 last-minute  
 ridiculous  
 structured

522 Complete the sentence. Don't make .....claims - don't say things are better than they really are.

- confident  
 exaggerated  
 ridiculous  
 structured  
 positive

523 Complete the sentence. Use ..... - hand movements - to emphasise key points.

- eye contact  
 gesture

- deference
- booking
- confrontations

524 Complete the sentence. Maintain .....by looking round the room at each person in the audience for about a second.

- booking
- digressions
- attachment
- eye contact
- punctuality

525 Complete the sentence. Avoid ..... - irritating ways of moving and speaking.

- deference
- mannerisms
- confrontations
- standpoints
- digressions

526 Choose the right prepositions: That brings me ...the end ...my presentation.

- with, by
- in, for
- to, of
- on, to
- at, on

527 Choose the right prepositions: Time is moving ..., so let`s turn ...the third area.

- at, by
- on, to
- in, for
- in, of
- in, with

528 Choose the right prepositions: Anne-Marie Duval works ...a firm ...management consultants.

- by, at
- for, of
- at, in
- on, for
- with, in

529 Match the verb to the noun: do

- costs
- research
- options
- sales
- information

530 Match the verb to the noun: forecast

- research
- costs
- sales
- options
- information

531 Match the verb to the noun: estimate

- sales
- costs
- information
- options
- research

532 Match the verb to the noun: consider

- sales
- options
- costs
- research
- information

533 Match the verb to the noun: collect

- options
- information
- sales
- costs
- research

534 Choose the right prepositions: I'm hoping to get a bonus.... the end .... the year.

- in, to
- at, of
- on, in
- to,at
- with, on

535 Choose the right prepositions: We collected information .....possible locations ....the new office.

- in, to
- about, for
- to,at
- at, in
- with, on

536 Complete the sentence. A(an) .....contract is very profitable for a supplier or employee.

- employment
- lucrative
- binding
- oral
- commercial



537 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

538 Complete the sentence. A(an) .....contract is not written down.

- commercial
- oral
- lucrative
- binding
- employment

539 Complete the sentence. A(an) .....contract relates to a business agreement.

- employment
- commercial
- binding
- oral
- lucrative

540 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.

- employment
- oral
- binding
- lucrative
- commercial

541 Match the word or phrase to its definition. An agreement reached through negotiation.

- attachment
- brainstorming
- attitude
- formality
- bargain

542 Match the word or phrase to its definition. The process of solving a disagreement between two groups of people.

- dimension
- attachment
- arbitration
- chat
- brainstorming

543 Match the word or phrase to its definition. A situation in which neither group of people can win.

- attitude
- stalemate

- breakdown
- pressure
- loyalty

544 Choose the synonym of the word: stalemate

- pressure
- deadlock
- hierarchy
- diary
- formality

545 Choose the synonym of the word: deadlock

- hierarchy
- impasse
- loyalty
- breakdown
- pressure

546 Choose the synonym of the word: concession

- pressure
- trade-off
- diary
- attitude
- stake

547 Choose the synonym of the word: proposal

- attitude
- offer
- stake
- diary
- pressure

548 Complete the sentence. The idea of .....is that in negotiations there shouldn't be winners and losers.

- loyalty
- hierarchy
- formality
- win-win
- breakdown

549 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

550 Match the word or phrase to its definition. Awareness of and respect for the relative importance of people on both sides.

- breakdown
- action point
- hierarchy
- loyalty
- positive attitude

551 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

552 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

553 Match the verbs to the phrases: invest

- to employees' concerns promptly.
- to all suggestions from staff.
- with problems quickly.
- with colleagues clearly
- in regular training courses for employees

554 Match the verbs to the phrases: communicate

- to all suggestions from staff.
- to employees' concerns promptly.
- with colleagues clearly
- to a deputy as often as possible
- in their employees' abilities.

555 Match the verbs to the phrases: delegate

- in regular training courses for employees
- to a deputy as often as possible
- in their employees' abilities.
- with colleagues clearly
- with problems quickly.

556 Match the verbs to the phrases: believe

- with problems quickly.
- to a deputy as often as possible
- in their employees' abilities.
- to all suggestions from staff.
- with colleagues clearly

557 Match the verbs to the phrases: deal

- to a deputy as often as possible
- to employees' concerns promptly.
- to all suggestions from staff.
- in their employees' abilities.
- with problems quickly.

558 Match the verbs to the phrases: listen

- with colleagues clearly
- in regular training courses for employees
- to all suggestions from staff.
- in their employees' abilities.
- with problems quickly.

559 Match the verbs to the phrases: respond

- with problems quickly.
- to employees' concerns promptly.
- in their employees' abilities.
- with colleagues clearly
- in regular training courses for employees

560 Choose the right preposition: He may become a good manager. It depends ...his communication skills.

- by
- on
- in
- for
- of

561 Choose the right prepositions: My company spends a lot ...money ...training courses ....employees.

- by, at, in
- of, on, for
- for, at, by
- from, to, in
- for, to, on

562 Choose the right preposition: Robert never listen ...my suggestions.

- on
- to
- at
- for
- in

563 Choose the right prepositions: The team had to report .....their progress ....the manager every month.

- by, in
- on, to
- in, from
- for, on
- for, at

564 Choose the right prepositions: They apologised ....everyone ....their failure to deal ....the crisis.

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

565 Choose the right prepositions: Good. So you all seem to agree ....me ....the main points.

- in, from
- for, at
- by, in
- from, to
- with, on

566 Choose the right prepositions: Did she talk ....you ....her plans to leave the company?

- with, on
- by, at
- to, about
- for, on
- in, from

567 Choose the right prepositions: Robert was arguing ....his boss ....taxation.

- to, on
- with, about
- from, to
- by, at
- in, for

568 Choose the right prepositions: Staff often complained ....the new manager, saying he didn't believe ...their abilities.

- with, to
- about, in
- to, for
- in, on
- at, by

569 Complete these sentence with suitable preposition. Can we agree ..... the date of our next meeting?

- for
- on
- of
- in
- by

570 Complete these sentence with suitable preposition. I apologised ..... Paula for giving her the wrong figures.

- in
- to
- with
- at

on

571 Complete these sentence with suitable preposition. The Finance Director argued ..... our Managing Director over profit sharing.

- on  
 with  
 at  
 in  
 of

572 Complete these sentence with suitable preposition. We talked ..... our financial problems for a long time.

- with  
 to  
 on  
 about  
 in

573 Complete these sentence with suitable preposition. He apologised ..... losing his temper.

- in  
 for  
 of  
 at  
 on

574 Complete these sentence with suitable preposition. We argued ..... next year's budget for over an hour.

- on  
 in  
 about  
 of  
 at

575 Complete these sentence with suitable preposition. I talk ..... my boss every Monday at our regular meeting.

- with  
 to  
 at  
 in  
 of

576 Complete these sentence with suitable preposition. I agreed ..... her that we need to change our marketing strategy.

- about  
 with  
 on  
 in  
 at

577 Choose the right preposition: He asked her how often she invested ...courses.

- in
- of
- by
- about
- at

578 Choose the right preposition: He asked her if she adapted easily ...new situation.

- from
- by
- on
- of
- to

579 Match the sentence halves. As a result, our people would certainly enjoy ....

- and continue to communicate information efficiently.
- our employees for their good work.
- working with us more than they do at present.
- taking into account our employees` suggestions.
- a more sympathetic attitude towards them.

580 Match the sentence halves. We should also remember to praise .....

- a more sympathetic attitude towards them.
- 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.

581 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.

582 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.

583 Match the sentence halves. Management should build on its strengths....

- taking into account our employees` suggestions.
- and continue to communicate information efficiently.
- working with us more than they do at present.
- our employees for their good work.
- a more sympathetic attitude towards them.

584 Make up the sentence: a/ asked/ computer/ Finally,/ get/ him/ I/ I/ new/ when/ would.

- Finally, I would him asked computer I when a new get.
- Finally, I asked him when I would get a new computer.
- Finally, when I asked would a computer I new get him.
- Finally, a new I asked would computer I get him when.
- Finally, would him a new asked I computer get when I.

585 Make up the sentence: organised/ was/ answered/ well/ I/ usually/ I/ that.

- I was that answered well I usually organised.
- I usually well answered that was I organised.
- I was well that usually I organised answered.
- I answered that I was usually well organised.
- I organised was that usually I answered well.

586 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.

587 Make up the sentence: a/ He/ I/ needed/ new/ one/ said/ that.

- He said a new one needed that I.
- He new a said that needed I one.
- He said that I needed a new one.
- He needed I said a new one that.
- He said I needed that one a new.

588 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.

589 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.

590 Complete the sentence. He always agrees with everything his negotiating partner suggests. He is.....

- calm
- flexible
- creative
- impatient
- unemotional



591 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

592 Complete the sentence. He let the other side have everything they wanted in the negotiation. He was very.....

- inconsistent
- weak
- unemotional
- enthusiastic
- creative

593 Complete the sentence. He likes people to feel comfortable and relaxed during a negotiation. He's a very..... person.

- enthusiastic
- calm
- inconsistent
- creative
- impatient

594 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 .....?

- creative
- unsympathetic
- flexible
- inconsistent
- weak

595 Complete the sentence. He never shows anger, enthusiasm or disappointment during a negotiation. He is totally.....

- inconsistent
- weak
- impatient
- enthusiastic
- unemotional

596 Complete the sentence. She always has ideas and easily finds solutions to problems. She is a very .....person.

- calm
- flexible
- creative
- impatient
- unemotional

597 Complete the sentence. He gets very angry if people are late for negotiations. He is very .....

- creative
- impatient
- weak
- calm
- unemotional

598 Match the sentence halves. Will Ana ever win their trust .....

- if they didn't win the contract?
- if she keeps being inconsistent?
- if you exceed the sales target?
- if we told them to hurry again?
- if they make one?

599 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?

600 Match the sentence halves. Would you increase your order .....

- if we told them to hurry again?
- if they didn't win the contract?
- if we delivered immediately?
- if they make one?
- if you exceed the sales target?

601 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?

602 Match the sentence halves. Will you get a bonus .....

- if they make one?
- if you exceed the sales target?
- if we told them to hurry again?
- if they didn't win the contract?
- if we delivered immediately?

603 Match the sentence halves. Wouldn't we seem impatient .....

- if we told them to hurry again?
- if you exceed the sales target?
- if they make one?
- if they didn't win the contract?
- if she keeps being inconsistent?

604 Complete the sentence. She'll criticise you one day and praise you the next. How can anyone be so ...?

- formal
- irresponsible
- emotional
- polite
- inconsistent

605 Complete the sentence. I think he is too .... He seems to accept whatever people say without thinking.

- cooperative
- credible
- uncritical
- impolite
- responsive

606 Complete the sentence. He signed the contract without reading it. What an ... attitude!

- polite
- irresponsible
- credible
- formal
- emotional

607 Complete the sentence. It takes two to tango. They have to try to help and stop being so ... .

- formal
- uncooperative
- responsive
- 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 was very ... to be late for the meeting and not even apologise.

- polite
- impolite
- formal
- emotional
- calm

610 Match the sentence halves. Keep the same attitude towards others - .....

- enthusiastic negotiators are rare!
- be consistent
- or they will think you are weak.
- try to stay calm.
- so don't be too impatient.

611 Match the sentence halves. Say when you like an idea - .....

- be consistent
- so don't be too impatient.
- you can't be tough all the time.
- enthusiastic negotiators are rare!
- try to stay calm.

612 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

613 Match the sentence halves. Don't get angry too quickly - .....

- you can't be tough all the time.
- enthusiastic negotiators are rare!
- try to stay calm.
- or they will think you are weak.
- be consistent

614 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!

615 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.

616 Choose the right prepositions: The presenter is talking ...Joan Knight, an expert ...the tea industry.

- for, on
- in, by
- by, at
- of, at
- to, on

617 Complete the sentence. I would like to ... about the course advertised in the Financial Times.

- do
- deliver
- enquire
- visit
- invite

618 Complete the sentence. I would like to ... you to visit our stand at the trade fair.

- increase
- invite
- listen
- play
- need

619 Complete the sentence. I am writing to ... about the low quality of the goods you supplied.

- deliver
- complain
- stand
- visit
- invite

620 Complete the sentence. I would like to ... your advice.

- visit
- request
- make
- stay
- hesitate

621 Complete the sentence. I am writing to ... the dates we agreed for our next meeting.

- do
- confirm
- deliver
- play
- need

622 Complete the sentence. If you place regular orders, we ....insurance.

- covered
- cover
- had covered
- will be covering
- will cover

623 Complete the sentence. If they make a concession, we ....the same.

- be done
- will do
- had been done
- do
- had done

624 Complete the sentence. We'll give her a free gift if she ....her order.

- are increasing
- increases
- increased
- will increase
- will be increased

625 Complete the sentence. If you ....this week, we'll place a bigger order.

- is delivered
- were delivered
- deliver
- will deliver
- delivered

626 Complete the sentence. If they ....late, we will close their account.

- paying
- pay
- paid
- be paid
- will pay

627 Complete the sentence. We will ....you a 15 per cent discount if you pay cash.

- be given
- give
- gave
- had given
- been given

628 Match the sentence halves. When Alkaphen was launched, .....

- by very young people who live in poverty.
- so we don't have to design a new product.
- 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.

629 Match the sentence halves. The packaging will be modified .....

- nationwide well before the advertising campaign begins.
- I'm afraid this model will have to be discontinued.
- the competition was already testing a similar drug.
- and our product will become a lot more environment friendly.
- by very young people who live in poverty.

630 Match the sentence halves. The existing model can be improved easily .....

- by very young people who live in poverty.
- I'm afraid this model will have to be discontinued.
- the competition was already testing a similar drug.
- so we don't have to design a new product.
- nationwide well before the advertising campaign begins.

631 Match the sentence halves. Our new computer games will be distributed ....

- and our product will become a lot more environment friendly.
- by very young people who live in poverty.
- the competition was already testing a similar drug.
- nationwide well before the advertising campaign begins.
- I'm afraid this model will have to be discontinued.

632 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.
- nationwide well before the advertising campaign begins.
- so we don't have to design a new product.
- by very young people who live in poverty.
- the competition was already testing a similar drug.

633 Match the sentence halves. If sales continue to fall .....

- by very young people who live in poverty.
- and our product will become a lot more environment friendly.
- nationwide well before the advertising campaign begins.
- so we don't have to design a new product.
- I'm afraid this model will have to be discontinued.

634 Complete the sentence. ... products are of excellent quality.

- hard
- useful
- down market
- first-class
- obsolete

635 Complete the sentence. ... products are cheap and sometimes not good quality.

- total
- first-class
- popular
- down market
- multipurpose

636 Complete the sentence. A ... product is one that has several different uses.

- first-class
- down market
- large
- multipurpose
- accurate

637 Complete the sentence. If products are ... they are made especially for one person or group of people.

- economical
- multipurpose
- clear
- custom made
- poor

638 Complete the sentence. An ... product is expensive and usually of high quality.

- accurate
- down market
- multipurpose
- upmarket
- quick

639 Complete the sentence. A product that is ... can be trusted to work well.

- large
- quick
- flatter
- reliable
- poor

640 Complete the sentence. A product that is ... enjoyed or liked by a lot people.

- obsolete
- quick
- accurate
- popular
- mutual

641 Complete the sentence. An ... product is one that people find beautiful and exciting.

- flatter
- poor
- obsolete
- attractive
- total

642 Complete the sentence. A product that is ... is popular at a particular time.

- mutual
- large
- poor
- fashionable
- obsolete

643 Complete the sentence. If a product is ... it doesn't cost a lot of money to use.

- hard
- economical
- fashionable
- attractive
- expensive

644 Match the verb to its meaning: to supply to shops, companies, customers

- design
- launch
- test
- distribute
- discontinue

645 Match the verb to its meaning: to increase sales by advertising, etc.

- distribute
- design
- launch
- promote
- manufacture

646 Match the verb to its meaning: to make a plan or drawing



- design
- test
- discontinue
- distribute
- launch

647 Match the verb to its meaning: to try something in order to see how it works

- discontinue
- manufacture
- modify
- test
- distribute

648 Match the verb to its meaning: to change in order to improve

- manufacture
- distribute
- promote
- modify
- discontinue

649 Match the verb to its meaning: to introduce to the market

- distribute
- discontinue
- test
- launch
- design

650 Match the verb to its meaning: to build or make

- launch
- modify
- discontinue
- manufacture
- promote

651 Match the verb to its meaning: to stop making

- modify
- design
- manufacture
- discontinue
- test

652 Complete the sentence. Ferrari make .....- performance sports cars.

- best
- long
- hard
- high
- well

653 Complete the sentence. Levi jeans are a .....- made clothing product.

- best
- high
- long
- well
- hard

654 Complete the sentence. Duracell sells .....- lasting alkaline batteries.

- hard
- best
- well
- long
- high

655 Complete the sentence. Coca-Cola and Pepsico both developed .....- selling soft drinks.

- high
- hard
- long
- best
- well

656 Complete the sentence. Hermes produces ..... -quality fashion accessories.

- long
- well
- best
- high
- hard

657 Complete the sentence. Timberland makes a range of .....-wearing footwear.

- best
- long
- high
- hard
- well

658 Complete the sentence. IBM manufactures ....-tech computer products.

- best
- well
- hard
- high
- long

659 Choose the right prepositions. It's fairly expensive compared ....other models.

- with
- in
- on
- by
- at

660 Choose the right preposition. There are five prizes ....the selected companies.

- about
- on
- at
- for
- by

661 Choose the right preposition. Companies ....all over the world enter the competition.

- at
- for
- on
- by
- from

662 Choose the right prepositions. Would you like ...join us ...dinner?

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

663 Complete the sentence. Samsinite sells practical and well ... bags and suitcases.

- mode
- made
- safe
- card
- find

664 Complete the sentence. Tungsram makes long ... light bulbs.

- pricing
- mode
- market
- lasting
- built

665 Complete the sentence. Samsung has produced some best ... mobile phones.

- find
- danger
- market
- selling
- card

666 Complete the sentence. Dell manufactures high ... computer products.

- select
- tech
- safe
- cost
- quality

667 Complete the sentence. Timberland makes fashionable and hard ... boots.

- wearing
- market
- design
- select
- profit

668 Complete the sentence. Rolex makes high ... watches.

- danger
- quality
- card
- mark
- easy

669 Make up the sentence: we/ have/ the/ improve/ definitely/ to/ packaging.

- The have to packaging definitely improve we.
- We definitely have to improve the packaging.
- To improve definitely the packaging have we.
- To have packaging we improve the definitely.
- Definitely to have the improve we packaging.

670 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 .

671 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.

672 Complete the sentence. Sick leave is a period of time ....you stay away from your job because you are ill.

- which
- when
- where
- who
- why

673 Complete the sentence. A retailer is a person ....owns or runs a shop selling goods to members of the public.

- what
- who
- why
- where
- when

674 Complete the sentence. The shop floor is an area in a factory ....ordinary workers do their work.

- what
- where
- who
- why
- when

675 Complete the sentence. This new instant coffee has been produced by a well-known company ...has always sold its coffee in the higher price ranges.

- who
- when
- where
- which
- why

676 Complete the sentence. A recession is a period of time ....the economy is doing badly.

- where
- why
- what
- when
- who

677 Complete the sentence. A warehouse is a large building ....goods are stored until they are distributed to shops to be sold.

- where
- why
- who
- when
- which

678 Complete the sentence. A brand is a name ....makes it easy for customers to recognise a product.

- when
- why
- who
- which
- where

679 Complete the sentence. A fashion designer ....created the "little black dress" was a genius.

- where
- when
- what
- who
- why

680 Match the sentence to a suitable ending. They claim that none of their new cosmetics are tested .....

- by Chanel, the French fashion designer.
- by millions of people every day.
- of high-quality denim.

- on animals.
- will be done online.

681 Match the sentence to a suitable ending. The telephone was invented .....

- of high-quality denim.
- by millions of people every day.
- will be done online.
- by A. G. Bell.
- on animals.

682 Match the sentence to a suitable ending. The “little black dress” was created .....

- by millions of people every day.
- of high-quality denim.
- on animals.
- by Chanel, the French fashion designer.
- will be done online.

683 Match the sentence to a suitable ending. Nestle products are consumed .....

- of high-quality denim.
- by A. G. Bell.
- will be done online.
- by millions of people every day.
- by Chanel, the French fashion designer.

684 Match the sentence to a suitable ending. In the future, a lot more shopping .....

- by A. G. Bell.
- by Chanel, the French fashion designer.
- by millions of people every day.
- will be done online.
- of high-quality denim.

685 Match the sentence to a suitable ending. Casucci jeans are made.....

- by Chanel, the French fashion designer.
- by millions of people every day.
- by A. G. Bell.
- of high-quality denim.
- on animals.

686 Complete the sentence. It comes with a full five-year . . . . . on parts and labour.

- colleague
- expert
- staff
- guarantee
- place

687 Complete the sentence. Well, it's very . . . . . in terms of power

- economic
- economics

- economy
- economical
- economist

688 Complete the sentence. It weighs approximately 12 kilos, but it's very strong and . . . . .

- late
- cool
- current
- reliable
- loud

689 Complete the sentence. It's made of . . . . . steel and is very sturdy.

- elegant
- jobless
- stainless
- poor
- stable