

3902y_En_Y2017_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
- market capitalization
- economic output
- joint accounts
- trade surplus

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

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

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

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

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

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

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

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

6 Choose the synonym of the word: jobless

- unemployed
- traders
- receivables
- shareholders
- 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.

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

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

- economies
- economical
- economic
- economics
- economy

10 Choose the opposite for the word combination: bull market

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

11 Choose the synonym of the word: crash

- overdraft
- value
- barrier
- collapse
- contribution

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

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

13 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

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

- scheme
- mortgage
- turnover
- barrier
- contribution

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

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

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

- mortgage
- rally
- decline
- trading
- overdraft

17 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

18 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

19 Choose the synonym of the word: stockmarkets

- invoices
- derivatives
- bonds
- bourses
- overdrafts

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

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

21 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

22 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.

23 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

24 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

25 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

26 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.

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

- securities
- currencies
- bonds
- financial centers
- commodities

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

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

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

- take

offer
make
● climb
have

30 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

31 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

32 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

33 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

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

sharing
contact
let
● moving
working

35 Could you us as soon as possible ?

sharing
moving
let
● contact
working

36 Complete the sentence: Would you mind at weekends ?

sharing
let
contact
☒ working
moving

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

send
moving
contact
☒ let
working

38 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

39 Put the correct preposition. To deal

that
of
after
☒ with
for

40 Put the correct preposition. To be in charge

that
with
after
☒ of
for

41 Put the correct preposition. To be responsible

for
with
that
☒ for
of

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

make
☒ decide
offer
have
take

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

take

climb
make
☒ offer
have

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

have
climb
take
☒ make
offer

45 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

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

take
decide
climb
☒ have
offer

47 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

48 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

49 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

50 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

51 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

52 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

53 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

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

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

55 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

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

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

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

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

58 Choose the wrong noun phrase: work

- flexitime
- overtime
- in shifts
- anti-social hours
- an office job

59 Choose the wrong noun phrase: take

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

60 Choose the wrong noun phrase: do

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

61 Choose the wrong noun phrase: earn

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

62 Choose the wrong noun phrase: get

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

63 Choose the wrong noun phrase: make

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

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

- storage
- delivery

- discount
- bargain
- refund

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

- by
- at
- for
- in
- to

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

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

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

- though
- because of
- because
- so
- as

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

- so
- but
- because
- because of
- as

69 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

70 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

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

- a need
- an award
- the environment

- a breakthrough advantage

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

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

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

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

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

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

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

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

76 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

77 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

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

- target
- laundering
- rigging
- bribery

windfall

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

flotation
overdraft
discount
☒ slump
windfall

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

breakthrough
depression
inflation
☒ boom
windfall

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

target
windfall
slump
☒ bribe
trough

82 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

83 Choose the synonym of the word: counterfeiting

windfall
stagnation
discount
☒ forgery
stock

84 Choose the synonym of the word: bribe

trough
overdraft
stagflation
☒ backhander
windfall

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

overdraft
discount
slump
☒ stagflation
stock

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

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

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

- trough
- windfall
- depression
- embezzlement
- stagnation

88 Choose the wrong variant. Financial crimes may involve

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

89 Choose the synonym of the word: steady

- large
- senior
- flexible
- stable
- small

90 Choose the synonym of the word: behaviour

- target
- slump
- bribe
- conduct
- rigging

91 Choose the synonym of the word: kickback

- trough
- sweetener
- overdraft
- slump
- recession

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

- listed
- increased
- involved
- plummet
- fined

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

troughs
peaks
● guidelines
interest
disposal

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

overdraft
● depression
retirement
peak
windfall

95 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

96 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

97 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

98 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

99 Choose the synonym of the word: level off

level for
level in
level on
level with
● level out

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

- overdraft
- boom
- windfall
- increase
- recession

101 Choose the opposite for the word: peak

- stock
- growth
- trough
- discount
- disposal

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

- sweetener
- rackets
- stagflation
- flotation
- boom

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

- shortage
- demand
- defence
- slump
- disposal

104 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

105 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

106 Choose the opposite for the word: forgery

- fraud
- original
- slump
- bribe
- scam

107 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

108 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.

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

- overdraft
- breakthrough
- stagnation
- trough
- disposal

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

- windfall
- peak
- demand
- depression
- barrier

111 Choose the synonym of the word: stakes

- notes
- holdings
- disposal
- capitalization
- bargain

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

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

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

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

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

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

Retail
Transport

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- because
- yet
- as
- ☒ so
- for

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

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

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

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

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

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

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

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

127 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

128 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

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

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

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

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

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

- turnover
- share price
- market share
- subsidiary
- workforce

132 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

133 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

134 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

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

- to
- in
- at
- for
- of

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

- ☐ to
- ☒ in
- ☐ for
- ☐ at
- ☐ on

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

- ☒ for
- ☐ to
- ☐ at
- ☐ in
- ☐ by

138 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

139 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

140 Choose the opposite for the word: remote

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

141 Choose the synonym of the word: accessible

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

142 Choose the synonym of the word: remote

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

143 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

144 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

145 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

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

- rival
- personal
- remote
- accessible
- bearish

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

- stable
- rival
- accessible
- distant
- affirmative

148 Choose the synonym of the word: charismatic

- rival
- bearish
- stable
- attractive
- personal

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

- breach
- peak
- scam
- energy
- slump

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

- barrier
- scam
- breach
- dynamism
- stagflation

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

- bust
- breach
- diary
- drive
- scam

152 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

153 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

154 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

155 Choose the synonym of the word: downshifting

- fraud
- bargain
- breach
- rebalancing
- pressure

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

- stagnation
- backhander
- oversubscribe
- downshifting
- distraction

157 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

158 Choose the synonym of the word: challenging

- following
- environmental
- professional
- ☒ difficult
- steady

159 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

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

- derivatives
- penalties
- exports
- ☒ interruptions
- bonds

161 Choose the synonym of the word: interruption

- recession
- fraud
- emissions
- ☒ distraction
- footprint

162 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

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

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

164 Choose the synonym of the word: calendar

- peak
- fraud
- stake
- diary
- backhander

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

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

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

- peaks
- emissions
- issues
- penalties
- breaches

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

- chilled
- oversubscribe
- overlap
- simultaneous
- environmental

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

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

169 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

170 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

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

- referred

- fixed
- chilled
- delayed
- forced

172 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

173 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

174 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

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

- breach
- priority
- overlap
- schedule
- quality

176 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

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

- workforce
- breach
- footprint
- timescale
- turnover

178 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

179 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

180 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

181 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

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

- cook
- manufacturer
- seller
- buyer
- caller

183 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

184 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.

185 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.

186 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.

187 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.

188 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.

189 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.

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

organize

deliver

open

offer

- hesitate

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

to improve

to cover

- to dispatch
- to walk
- to prepare

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

sale

- bargain
- increase
- stock
- offer

193 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

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

- minority
- bulk
- service
- credit
- refund

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

- teacher
- retailer
- broker
- purchaser
- secretary

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

- purchased
- dispatched
- exchanged
- placed
- increased

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

- mail
- turnover
- bargain
- warehouse
- industry

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

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

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

- workplace
- hospitality
- order
- activity
- regard

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

damage
● read
write
order
have

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

- broker
● wholesaler
representative
dealer
buyer

202 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

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

- bargain
storage
● discount
delivery
refund

204 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.

205 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.

206 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.

207 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.

208 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.

209 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.

210 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.

211 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.

212 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.

213 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!

214 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

215 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

216 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

217 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

218 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

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

- cellphone
- extension
- payphone
- landline
- webcam

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

- cellphone
- payphone
- webcam
- landline
- extension

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

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

222 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.

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

- dimension
- extension
- distance
- humour
- gesture

224 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

225 Choose the synonym of the word: boundaries

- skills
- styles
- peaks
- limits
- sales

226 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

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

- target
- minority
- consultation
- individualism
- refund

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

- collectivist

industrial
individualist
office
ethnic

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

- industrial
- office
- collectivist
- ☒ individualist
- ethnic

230 Choose the synonym of the word: reservation

- distance
- extension
- consultation
- ☒ booking
- activity

231 Choose the synonym of the word: deference

- activity
- fraud
- culture
- ☒ respect
- delivery

232 Choose the synonym of the word: holiday

- extension
- target
- peak
- ☒ vacation
- fraud

233 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, -

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

- breaches
- interruptions
- lifestyles
- ☒ stereotypes
- distractions

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

macho culture
business culture

long-hours culture

- learning culture
- sales culture

236 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

237 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

238 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

239 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

240 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

241 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.

242 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.

243 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

244 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

245 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

246 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

247 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

248 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

249 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

250 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

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

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

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

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

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

- bargain
- sale
- ☒ return
- discount
- delivery

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

- do
- ☒ get
- reduce
- treat
- rise

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

- deliver
- ☒ reduce
- treat
- rise
- do

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

- make
- ☒ get
- stay
- do
- treat

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

- launch
- do
- break
- deliver
- treat

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

- sell
- do
- make
- increase
- decide

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

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

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

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

261 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.

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

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

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

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

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

first name

- job title
- middle initial
- surname
- family name

265 Choose the synonym of the word: family name

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

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

- distance
- hierarchy
- delivery
- bargain
- extension

267 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

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

- having
- shopping
- finding
- waiting
- travelling

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

- travelling
- shopping
- making
- waiting
- going

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

- shopping
- having
- waiting
- being
- travelling

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

- going
- shopping

- finding
- travelling
- waiting

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

- making
- finding
- going
- travelling
- being

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

- travelling
- having
- waiting
- going
- taking

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

- finding
- going
- taking
- waiting
- making

275 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

276 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

277 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

278 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

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

- workaholic
- lifestyle
- deadline
- workload
- working environment

280 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

281 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

282 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

283 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

284 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

285 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

286 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

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

- ☒ out
- but
- under
- at
- if

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

- at
- under
- in
- since
- ☒ about

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

- on
- to
- ☒ in
- of
- at

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

- about
- ☒ over
- at
- out
- for

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

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

292 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

293 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

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

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

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

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

296 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

297 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.

298 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.

299 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.

300 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

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

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

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

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

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

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

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

- mentioned
- bilingual
- available
- stimulating
- attached

305 Choose the synonym of the word: qualifications

- background
- bargain
- backhander
- breakthrough
- bust

306 Choose the synonym of the word: per annum

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

- per year

307 Choose the wrong email ending.

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

308 Choose the right prepositions. Thank youthe latest versionthe 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

309 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

310 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

311 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

312 Choose the synonym of the word: seriousness

- reply
- formality
- relation
- network
- document

313 Choose the synonym of the word: delete

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

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

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

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

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

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

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

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

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

318 Match the sentence halves. They said I should

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

319 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.

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

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

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

- ☐ on really well.

- up, unfortunately.
up their invitation next summer.
after five clients from Turkey.
to a very good restaurant.

322 Match the sentence halves. I hope I can take

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

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

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

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

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

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

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

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

- cuisine
● recipe
receipt
cookbook
cooker

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

- spinach
● meat
meal
food
onion

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

- kitchen
● cuisine
dishing
cooker

dish

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

- cooks
- meals
- courses
- dishes
- cuisine

330 Find the extra word:

- lobster
- crab
- tuna
- chicken
- salmon

331 Find the extra word:

- cabbage
- lamb
- cucumber
- onion
- spinach

332 Find the extra word:

- venison
- veal
- cabbage
- lamb
- pork

333 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

334 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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- turn down
- ☒ looked for
- set up

put off
hold on

343 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

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

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

345 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?

346 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.

347 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

348 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

349 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

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

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

351 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

352 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

353 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

354 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

355 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.

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

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

357 Match the sentence to a suitable ending. 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?

358 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.

359 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.

360 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.

361 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.

362 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

363 Choose the synonym of the word: kick off

- decide
- make
- contact
- begin
- close

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

on, to

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

365 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

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

- on
- off
- with
- in
- of

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

- hesitate
- forgery
- waste
- details
- tactfully

368 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

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

- fraud
- leadership
- agenda
- chat
- consultation

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

- cover
- stick
- sale
- waste
- use

371 Complete the sentence: One of the types of meeting isgeneral meeting - a shareholders' meeting to discuss an important issue such as a proposed merger.

- project
- extraordinary
- brainstorming
- chat
- conversation

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

- entertaining
- project
- conversation
- chat
- extraordinary

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

- chat
- entertaining
- extraordinary
- brainstorming
- empowerment

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

- downshifting
- project
- chat
- board meeting
- extraordinary

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

- entertaining
- board meeting
- brainstorming
- chat
- project

376 Choose the synonym of the word: run

- chair
- confuse
- cancel
- share
- increase

377 Choose the synonym of the word: call off

- cause
- launch
- arrange
- cancel
- impose

378 Choose the synonym of the word: put off

behave
plan
compete
☒ postpone
start

379 Choose the synonym of the word: put back

use
arrange
launch
☒ put off
decide

380 Choose the synonym of the word: arrange

impact
book
hesitate
☒ organize
impose

381 Choose the synonym of the word: set up

attach
reduce
cancel
☒ arrange
deal

382 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

383 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

384 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

385 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

386 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

387 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

388 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

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

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

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

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

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

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

392 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)

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

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

394 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

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

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

396 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

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

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

398 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

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

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

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

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

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

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

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

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

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

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

404 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)

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

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

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

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

407 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

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

- what
- who
- where
- before
- how

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

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

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

- where
- when
- what
- how
- whom

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

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

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

- until
- when
- whom
- who
- how

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

- how
- when
- whom
- where
- what

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

- where
- when
- what
- how

whom

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

- who
- when
- how
- where
- what

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

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

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

- while
- where
- what
- after
- whom

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

- what
- where
- whom
- while
- who

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

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

420 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 with 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.

421 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 with you when you have a minute.

422 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.

423 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?

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

When you've typed them all up, we can check them together.
 Yes, I 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.

425 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.

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

will have been
 will be
 were

- are

have been

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

have been
 was
 will be

- is

will have been

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

subsidies
 trade deficit
 trade surplus

- recession

public expenditure

429 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

430 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

431 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

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

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

433 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

434 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

435 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

436 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

437 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

438 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

439 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

440 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.

441 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.

442 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.

443 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.

444 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.

445 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.

446 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.

447 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.

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

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

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

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

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

- leverage
- pressure
- seminar
- confrontation
- breakdown

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

- pollution
- workshop
- leverage
- distraction
- confrontation

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

- breakdown
- product launch
- distraction
- stagflation
- workload

453 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

454 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

455 Choose the synonym of the word: consensus

- pollution
- agreement
- principal
- leverage
- distraction

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

- burden
- consensus
- stagnation
- peak
- contribution

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

- breakdown
- compromise
- distraction
- pollution
- pressure

458 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

459 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

460 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

461 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

462 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

463 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

464 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

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

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

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

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

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

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

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

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

469 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

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

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

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

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

472 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

473 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

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

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

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

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

476 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

477 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

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

- recession
- aim
- share
- fraud
- packaging

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

- forecast

- costs
- cycle
- place
- need

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

- forecast
- sales
- need
- place
- promotion

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

- share
- need
- sales
- promotion
- place

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

- aim
- need
- promotion
- free
- forecast

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

- service
- product
- promotion
- place
- price

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

- promotion
- service
- place
- product
- price

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

- place
- promotion
- price
- service
- product

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

- product
- price

service
place
promotion

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

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

488 Choose the right prepositions: I am interestedyour range ...diet products.

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

489 Choose the right prepositions: The keysuccessful marketing consists....three broad areas.

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

490 Choose the right prepositions:regardprice, we should look carefullyour competitors` policy.

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

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

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

492 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?

493 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?

494 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?

495 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?

496 Complete the sentence.is you sales forecast?

which

- what
who
how
why

497 Complete the sentence.do you expect people to continue to buy this product?

who

- how long
how many
what
when

498 Complete the sentence.market segments has your product been most successful in?

who

- which
why
how much
what

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

- who
what
how
how much
how many

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

why

how much

who

- how many
how long

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

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

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

- what
- which
- why
- who
- how much

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

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

504 Complete the sentence. In our verybusiness world, a good brand is one of the keys to the success of any company.

- possible
- competitive
- informative
- saturated
- domestic

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

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

506 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

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

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

508 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

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

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

510 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

511 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

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

- bargaining process
- bargaining chip
- bargaining point
- bargaining power
- bargaining tactic

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

- intense
- last-minute
- protracted
- ridiculous
- structured

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

- protracted
- last-minute
- delicate
- ridiculous
- wage

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

- ridiculous
- delicate
- structured

last-minute
protracted

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

- protracted
- intense
- last-minute
- ridiculous
- structured

517 Complete the sentence. Don't makeclaims - don't say things are better than they really are.

- confident
- exaggerated
- ridiculous
- structured
- positive

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

- eye contact
- gesture
- deference
- booking
- confrontations

519 Complete the sentence. Maintainby looking round the room at each person in the audience for about a second.

- booking
- digressions
- attachment
- eye contact
- punctuality

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

- deference
- mannerisms
- confrontations
- standpoints
- digressions

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

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

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

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

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

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

524 Match the verb to the noun: do

- costs
- ☒ research
- options
- sales
- information

525 Match the verb to the noun: forecast

- research
- costs
- ☒ sales
- options
- information

526 Match the verb to the noun: estimate

- sales
- ☒ costs
- information
- options
- research

527 Match the verb to the noun: consider

- sales
- ☒ options
- costs
- research
- information

528 Match the verb to the noun: collect

- options
- ☒ information
- sales
- costs
- research

529 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

530 Choose the right prepositions: We collected informationpossible locationsthe new office.

- in, to

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

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

- oral
- lucrative
employment
commercial
binding

532 Complete the sentence. A(an)contract forces both sides by law to carry out the actions that they had promised to carry out.

- employment
- lucrative
- binding
commercial
oral

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

- commercial
- oral
binding
lucrative
employment

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

- commercial
employment
lucrative
oral
binding

535 Complete the sentence. A(an)contract is about what someone has to do in their job, or about what a particular group of employees have to do.

- commercial
- oral
- binding
- lucrative
- employment

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

- attachment
- formality
- bargain
brainstorming
attitude

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

- chat

- arbitration
- dimension
- attachment
- brainstorming

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

- breakdown
- stalemate
- attitude
- loyalty
- pressure

539 Choose the synonym of the word: stalemate

- pressure
- deadlock
- hierarchy
- diary
- formality

540 Choose the synonym of the word: deadlock

- loyalty
- impasse
- hierarchy
- pressure
- breakdown

541 Choose the synonym of the word: concession

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

542 Choose the synonym of the word: proposal

- pressure
- attitude
- stake
- offer
- diary

543 Complete the sentence. The idea ofis that in negotiations there shouldn't be winners and losers.

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

544 Match the word or phrase to its definition. The degree to which it's acceptable to touch someone's shoulder.

- breakdown
- action point
- physical contact

body language
visual aids

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

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

546 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

547 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

548 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.

549 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.

550 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

551 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.

552 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.

553 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

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

- by
- ☒ on
- in
- for
- of

555 Choose the right prepositions: My company spends a lot ...money ...training coursesemployees.

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

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

- on
- ☒ to
- at
- for
- in

557 Choose the right prepositions: The team had to reporttheir progressthe manager every month.

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

558 Choose the right prepositions: They apologisedeveryonetheir failure to dealthe crisis.

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

559 Choose the right prepositions: Good. So you all seem to agreemethe main points.

- in, from

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

560 Choose the right prepositions: Did she talkyouher plans to leave the company?

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

561 Choose the right prepositions: Robert was arguinghis bosstaxation.

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

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

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

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

- for
- ☒ on
- of
- in
- by

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

- in
- ☒ to
- with
- at
- on

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

- on
- ☒ with
- at
- in
- of

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

- with
- to
- on
- ☒ about
- in

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

- in
- ☒ for
- of
- at
- on

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

- on
- in
- ☒ about
- of
- at

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

- with
- ☒ to
- at
- in
- of

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

- about
- ☒ with
- on
- in
- at

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

- at
- ☒ in
- of
- by
- about

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

- from
- ☒ to
- by
- on
- of

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

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

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

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

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

575 Make up the sentence: ahead/ to/ Then/ he/ should/ plan/ said/ try/ I.

- Then I should to try ahead said he plan.
Then he said I should try to plan ahead.
Then I said to should try he ahead plan.
Then he plan should try to said I ahead.
Then I plan should to try said he ahead.

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

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

577 Make up the sentence: working/ computer/ I/ my/ properly/ replied/ wasn't.

- I replied my properly wasn't computer working.
I wasn't computer properly my replied 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.

578 Make up the sentence: My/ ready/ wasn't/ asked/ my/ why/ me/ boss/ report.

- My report wasn't why asked me ready boss my.
My boss asked me why my report wasn't ready.
My asked report me boss wasn't my ready why.
My boss report my wasn't ready asked me my.
My ready report my asked boss me wasn't why.

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

- calm
flexible
creative
impatient
unemotional

580 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

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

- ☐ inconsistent
- ☒ weak
- ☐ unemotional
- ☐ enthusiastic
- ☐ creative

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

- ☒ enthusiastic
- ☐ calm
- ☐ inconsistent
- ☐ creative
- ☐ impatient

583 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

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

- ☐ inconsistent
- ☐ weak
- ☐ impatient
- ☐ enthusiastic
- ☒ unemotional

585 Complete the sentence. She always has ideas and easily finds solutions to problems. She is a veryperson.

- ☐ calm
- ☐ flexible
- ☒ creative
- ☐ impatient
- ☐ unemotional

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

- ☐ creative
- ☒ impatient
- ☐ weak
- ☐ calm
- ☐ unemotional

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

- formal
- irresponsive
- emotional
- polite
- inconsistent

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

- cooperative
- credible
- uncritical
- impolite
- responsive

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

- polite
- irresponsible
- credible
- formal
- emotional

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

- formal
- uncooperative
- responsive
- calm
- emotional

591 Complete the sentence. He prefers ... meetings where everybody can relax and feel comfortable.

- credible
- informal
- inconsistent
- emotional
- formal

592 Complete the sentence. It was very ... to be late for the meeting and not even apologise.

- polite
- impolite
- formal
- emotional
- calm

593 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.

594 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.

595 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

596 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

597 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!

598 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.

599 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

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

- do
- deliver
- enquire
- visit
- invite

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

- increase
- invite
- listen
- play
- need

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

- deliver
- ☒ complain
- stand
- visit
- invite

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

- visit
- ☒ request
- make
- stay
- hesitate

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

- do
- ☒ confirm
- deliver
- play
- need

605 Complete the sentence. If you place regular orders, weinsurance.

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

606 Complete the sentence. If they make a concession, wethe same.

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

607 Complete the sentence. We'll give her a free gift if sheher order.

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

608 Complete the sentence. If youthis week, we'll place a bigger order.

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

609 Complete the sentence. If theylate, we will close their account.

- paying

- pay
- paid
- be paid
- will pay

610 Complete the sentence. We willyou a 15 per cent discount if you pay cash.

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

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

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

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

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

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

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

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

- economical
- custom made
- clear
- multipurpose
- poor

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

- accurate
- upmarket
- multipurpose
- down market
- quick

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

- flatter
- reliable
- large
- poor

quick

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

- accurate
- ☒ popular
- obsolete
- mutual
- quick

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

- poor
- obsolete
- flatter
- ☒ attractive
- total

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

- mutual
- ☒ fashionable
- poor
- large
- obsolete

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

- hard
- expensive
- ☒ economical
- fashionable
- attractive

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

- design
- ☒ distribute
- test
- launch
- discontinue

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

- distribute
- ☒ promote
- launch
- design
- manufacture

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

- ☒ design
- distribute
- discontinue
- test
- launch

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

- discontinue
- modify
- manufacture
- distribute
- ☒ test

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

- manufacture
- discontinue
- ☒ modify
- promote
- distribute

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

- test
- ☒ launch
- distribute
- design
- discontinue

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

- launch
- ☒ manufacture
- discontinue
- modify
- promote

628 Match the verb to its meaning: to stop making

- modify
- ☒ discontinue
- manufacture
- design
- test

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

- hard
- ☒ high
- best
- well
- long

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

- long
- ☒ well
- best
- hard
- high

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

- best
- well
- hard

- ☒ long
- high

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

- high
- ☒ best
- long
- hard
- well

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

- long
- hard
- ☒ high
- best
- well

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

- best
- ☒ hard
- high
- long
- well

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

- best
- ☒ high
- hard
- well
- long

636 Choose the right prepositions. It's fairly expensive comparedother models.

- ☒ with
- in
- on
- by
- at

637 Choose the right preposition. There are five prizesthe selected companies.

- about
- on
- ☒ for
- at
- by

638 Choose the right preposition. Companiesall over the world enter the competition.

- ☒ from
- on
- for
- at
- by

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

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

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

- find
- card
- mode
- made
- safe

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

- mode
- pricing
- built
- lasting
- market

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

- danger
- selling
- card
- find
- market

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

- wearing
- market
- design
- select
- profit

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

- danger
- quality
- card
- mark
- easy

645 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.

646 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 .

647 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.

648 Complete the sentence. Sick leave is a period of timeyou stay away from your job because you are ill.

- which
when
where
who
why

649 Complete the sentence. A retailer is a personowns or runs a shop selling goods to members of the public.

- what
who
why
where
when

650 Complete the sentence. The shop floor is an area in a factoryordinary workers do their work.

- what
where
who
why
when

651 Complete the sentence. This new instant coffee has been produced by a well-known companyhas always sold its coffee in the higher price ranges.

- who
when
where
which
why

652 Complete the sentence. A recession is a period of timethe economy is doing badly.

- where
why
what
when
who

653 Complete the sentence. A warehouse is a large buildinggoods are stored until they are distributed to shops to be sold.

- where
- why
- who
- when
- which

654 Complete the sentence. A brand is a namemakes it easy for customers to recognise a product.

- when
- why
- who
- which
- where

655 Complete the sentence. A fashion designercreated the "little black dress" was a genius.

- where
- when
- what
- who
- why

656 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.

657 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.

658 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.

659 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.

660 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.

661 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.

662 Complete the sentence. It comes with a full five-year on parts and labour.

- colleague
- expert
- staff
- guarantee
- place

663 Complete the sentence. Well, it's very in terms of power

- economic
- economics
- economy
- economical
- economist

664 Complete the sentence. It weighs approximately 12 kilos, but it's very strong and

- late
- cool
- current
- reliable
- loud

665 Complete the sentence. It's made of steel and is very sturdy.

- elegant
- jobless
- stainless
- poor
- stable