

1. Match the word to its definition. The speed at which a country's economy growth and gets bigger.
  - market capitalization
  - joint accounts
  - √ growth rate
  - trade surplus
  - economic output
  
2. Match the word to its definition. The value of goods and services produced in a country or area.
  - √ economic output
  - income statement
  - stock market
  - overdraft
  - market capitalization
  
3. Complete the sentence: When a country exports more than it imports, it has a ....
  - √ trade surplus
  - income statement
  - account balance
  - labour shortage
  - trade balance
  
4. Match the word to its definition. The difference between payments for imports and payments for exports.
  - joint accounts
  - stock market
  - √ trade balance
  - trade surplus
  - key accounts
  
5. Match the word to its definition. The difference between the money coming into and going out of a country.
  - trade surplus
  - key accounts
  - stock market
  - joint accounts
  - √ balance of payments
  
6. Choose the synonym of the word: jobless
  - receivables
  - shareholders
  - √ unemployed
  - traders
  - speculators
  
7. Match the word to its definition. People who are out of work.
  - √ unemployed
  - receivables
  - shareholders
  - traders
  - speculators
  
8. Complete the sentence: If something is ....., it is cheap to buy, to use or to do.

- ✓ economical
- economies
- economy
- economics
- economic

9. Choose the opposite for the word combination: bull market

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

10. Choose the synonym of the word: crash

- overdraft
- contribution
- value
- barrier
- ✓ collapse

11. Find the correct meaning of the phrase: panic selling

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

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

- ✓ barrier
- turnover
- scheme
- contribution
- mortgage

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

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

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

- ✓ trading
- mortgage
- overdraft
- rally
- decline

15. 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.

- ✓ a futures contract
- share contract
- credit policy

- security contract
- a sales contract

16. 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.

- security contract
- share contract
- ✓ an option contract
- credit policy
- a sales contract

17. 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.

- retailer
- wholesaler
- ✓ a speculator
- a customer
- a distributor

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

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

19. Find the correct meaning of the word: currencies

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

20. Find the correct meaning of the word: bonds

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

21. Find the correct meaning of the word: commercial paper

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

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

- ✓ financial centers
- securities
- commodities
- currencies
- bonds

23. Choose the right prepositions. I look forward ...hearing ...you.
- on, to
  - to, for
  - from, to
  - at, from
  - ✓ to, from
24. Complete the sentence: In some industries it can take a long time to ..... the career ladder.
- take
  - offer
  - ✓ climb
  - make
  - have
25. Complete the sentence: Nadine works for HR. She ..... with staff problems, as well as with recruitment and training.
- involves
  - ✓ deals
  - looks
  - to be in charge
  - makes sure
26. Complete the sentence: Linda Erikson is our Quality Control inspector. She ..... for monitoring our products and trying to improve their quality.
- deals
  - ✓ is responsible
  - makes sure
  - looks
  - is in charge
27. Complete the sentence: Migachov works in research and development. His job ..... developing new products and new ideas.
- ✓ involves
  - is in charge
  - makes sure
  - looks
  - deals
28. Complete the sentence: Hans Reiter is our new maintenance engineer. He checks all our equipment regularly and ..... of all repairs.
- looks
  - makes sure
  - deals
  - ✓ is in charge
  - involves
29. Complete the sentence: Would you mind ..... our appointment to Monday ?
- sharing
  - contact
  - ✓ moving
  - let
  - working
30. Could you ..... us as soon as possible ?

- √ contact
- sharing
- working
- moving
- let

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

- contact
- sharing
- moving
- let
- √ working

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

- contact
- send
- working
- √ let
- moving

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

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

34. Put the correct preposition. To deal .....

- √ with
- of
- for
- that
- after

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

- √ of
- with
- for
- that
- after

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

- √ decide
- have
- take
- make
- offer

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

- √ offer
- climb
- have

- take
- make

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

- have
- take
- climb
- offer
- ✓ make

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

- ✓ take
- climb
- decide
- offer
- have

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

- ✓ have
- decide
- offer
- take
- climb

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

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

42. 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.

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

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

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

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

- ✓ work flexitime
- earn commission
- get a promotion
- do part-time work

- make a fortune

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

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

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

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

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

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

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

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

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

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

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

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

51. Choose the wrong noun phrase: work

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

52. Choose the wrong noun phrase: take

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

53. Choose the wrong noun phrase: do

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

54. Choose the wrong noun phrase: earn

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

55. Choose the wrong noun phrase: get

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

56. Choose the wrong noun phrase: make

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

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

- ✓ refund
- bargain
- discount
- delivery
- storage

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

- ✓ for
- in
- by
- at
- to

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

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



- at, for

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

- ✓ because of
- though
- as
- so
- because

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

- ✓ but
- so
- as
- because of
- because

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

70. 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.

- √ identity theft
- capitalization
- flotation
- negative growth
- depression

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

- √ bribery
- laundering
- windfall
- target
- rigging

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

- √ slump
- overdraft
- windfall
- flotation
- discount

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

- √ boom
- depression
- windfall
- breakthrough
- inflation

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

- √ bribe
- windfall

- trough
- target
- slump

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

- ✓ because
- because of
- though
- or
- so

76. Choose the synonym of the word: counterfeiting

- ✓ forgery
- stagnation
- stock
- windfall
- discount

77. Choose the synonym of the word: bribe

- ✓ backhander
- overdraft
- windfall
- trough
- stagflation

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

- stock
- ✓ stagflation
- slump
- discount
- overdraft

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

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

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

- ✓ embezzlement
- windfall
- stagnation
- trough
- depression

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

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

82. Choose the synonym of the word: steady
- ✓ stable
  - senior
  - small
  - large
  - flexible
83. Choose the synonym of the word: behaviour
- ✓ conduct
  - target
  - rigging
  - slump
  - bribe
84. Choose the synonym of the word: kickback
- ✓ sweetener
  - slump
  - recession
  - overdraft
  - trough
85. Complete the sentence: People who commit financial crimes can be....- made to pay a sum of money.
- ✓ fined
  - involved
  - listed
  - plummet
  - increased
86. Complete the sentence: Some professions have a code of ethics - rules or professional .....that control the way they behave.
- peaks
  - troughs
  - ✓ guidelines
  - interest
  - disposal
87. Match the word to its definition. A very bad slump.
- overdraft
  - peak
  - retirement
  - windfall
  - ✓ depression
88. Complete the sentence: ...is when someone buys or sells securities using information that is not publicly available.
- ✓ insider trading
  - negative growth
  - market rigging
  - price fixing
  - market capitalization
89. 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.
- ✓ price fixing

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

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

- market capitalization
- market rigging
- Insider trading
- ✓ sweatshop labour
- negative growth

91. Choose the synonym of the word: level off

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

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

- ✓ recession
- increase
- windfall
- boom
- overdraft

93. Choose the opposite for the word: peak

- ✓ trough
- discount
- stock
- growth
- disposal

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

- flotation
- stagflation
- ✓ rackets
- sweetener
- boom

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

- ✓ demand
- shortage
- disposal
- slump
- defence

96. 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.

- ✓ Chinese walls
- Affirmative action
- Cross-promotion

- Money laundering
- Insider trading

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

- confident
- affirmative
- ✓ environmental
- laundering
- trading

98. Choose the opposite for the word: forgery

- bribe
- slump
- ✓ original
- fraud
- scam

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

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

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

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

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

- ✓ stagnation
- trough
- overdraft
- breakthrough
- disposal

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

- ✓ peak
- windfall
- barrier
- depression
- demand

103. Choose the synonym of the word: stakes

- ✓ holdings
- notes
- bargain
- capitalization
- disposal

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- √ of, from, for
- of, of, from

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

**112.** Choose the right prepositions. Thanks very much ...listening ...my presentation.

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

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

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

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

- because
- for
- ✓ so
- as
- yet

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

- ✓ but
- though
- because of
- so
- because

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

- ✓ but
- because
- as
- because of
- for

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

- ✓ so
- as
- though
- because
- because of

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

- ✓ because
- because of
- though
- so
- but



119. Match the word or word combination to its definition. The money the company makes after taking away its costs and tax.
- subsidiary
  - ✓ net profit
  - share price
  - market share
  - turnover
120. Match the word or word combination to its definition. The amount of money a company receives from sales in a particular period.
- ✓ turnover
  - subsidiary
  - workforce
  - share price
  - net profit
121. Match the word or word combination to its definition. A company which owns another company.
- ✓ parent company
  - head office
  - turnover
  - market share
  - subsidiary
122. Match the word or word combination to its definition. The employees in a particular country or business.
- turnover
  - head office
  - ✓ workforce
  - subsidiary
  - net profit
123. Match the word or word combination to its definition. The cost of a company's shares.
- ✓ share price
  - turnover
  - workforce
  - subsidiary
  - market share
124. Match the word or word combination to its definition. The main building or location of a large organization.
- ✓ head office
  - parent company
  - workforce
  - turnover
  - subsidiary
125. Match the sentence with the right meaning. We are opening our sixth subsidiary next month.
- ✓ future arrangement
  - factual information
  - ongoing situation
  - routine activity
  - temporary situation
126. Match the sentence with the right meaning. Ms Delgado is replacing Sandra as Office Manager until next Friday.
- ✓ temporary situation
  - ongoing situation

- factual information
- routine activity
- future arrangement

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

- in
- to
- of
- for
- ✓ at

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

- ✓ in
- to
- on
- at
- for

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

- at
- by
- for
- in
- ✓ to

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

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

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

- stagflation
- downshifting
- ✓ empowerment
- bargain
- footprint

132. Choose the opposite for the word: remote

- ✓ approachable
- distant
- stable
- competitive
- bearish

133. Choose the synonym of the word: accessible

- ✓ approachable
- competitive
- bearish
- attractive
- remote

134. Choose the synonym of the word: remote

- ✓ distant
- personal
- rival
- negative
- accessible

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

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

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

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

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

- ✓ consultation
- visionary
- bargain
- stagnation
- dynamism

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

- ✓ accessible
- personal
- bearish
- rival
- remote

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

- ✓ distant
- rival
- affirmative
- stable
- accessible

140. Choose the synonym of the word: charismatic

- ✓ attractive
- bearish
- personal
- rival
- stable

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

- ✓ energy
- peak
- slump
- breach
- scam

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

- ✓ dynamism
- scam
- stagflation
- barrier
- breach

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

- ✓ drive
- breach
- scam
- bust
- diary

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

- trader
- ✓ visionary
- speculator
- backhander
- predator

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

- ✓ charisma
- fraud
- footprints
- emissions
- breach

146. 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.

- ✓ subordinates
- stakeholders
- debtors
- competitors
- leaderships

147. Choose the synonym of the word: downshifting

- ✓ rebalancing
- bargain
- pressure
- fraud
- breach

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

- ✓ downshifting
- backhander
- distraction

- stagnation
- oversubscribe

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

- √ burned out
- demutualized
- demerged
- underspent
- paid off

**150.** Choose the synonym of the word: challenging

- √ difficult
- environmental
- steady
- following
- professional

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

- √ so as
- in order to
- because of
- but
- though

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

- √ interruptions
- penalties
- bonds
- derivatives
- exports

**153.** Choose the synonym of the word: interruption

- √ distraction
- fraud
- footprint
- recession
- emissions

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

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

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

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

**156.** Choose the synonym of the word: calendar

- ✓ diary
- fraud
- backhander
- peak
- stake

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

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

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

- ✓ penalties
- emissions
- breaches
- peaks
- issues

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

- ✓ simultaneous
- oversubscribe
- environmental
- chilled
- overlap

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

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

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

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

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

- ✓ downtime
- timescale
- lead time
- fixed time
- overlap

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

- ✓ delayed
- fixed
- forced

- referred
- chilled

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

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

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

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

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

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

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

- √ schedule
- priority
- quality
- breach
- overlap

168. 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.

- √ lead
- bust
- slump
- stable
- head

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

- √ timescale
- breach
- turnover
- workforce
- footprint

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

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

171. Match the word or word combination to its definition. The help you get from a company when you start to use their product.
- √ after-sales service
  - credit-card details
  - cooling - off period
  - loyalty-card scheme
  - method of payment

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

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

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

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

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

- √ manufacturer
- cook
- caller
- buyer
- seller

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

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

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

- √ hesitate
- offer
- open
- deliver
- organize

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

- √ to dispatch
- to walk
- to improve
- to cover
- to prepare

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

- stock
- increase



- ✓ bargain
- sale
- offer

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

- ✓ mall
- head office
- restaurant
- town
- industry

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

- ✓ bulk
- minority
- refund
- credit
- service

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

- purchaser
- broker
- ✓ retailer
- teacher
- secretary

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

- placed
- exchanged
- ✓ dispatched
- purchased
- increased

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

- mail
- industry
- ✓ warehouse
- bargain
- turnover

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

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

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

- ✓ order
- activity
- workplace
- hospitality
- regard

186. Complete the sentence: Always .....the small print before you sign a sales contract.
- ✓ read
  - damage
  - have
  - order
  - write
187. Complete the sentence: A .....is a person or company that sells goods in large quantities to business.
- ✓ wholesaler
  - broker
  - buyer
  - dealer
  - representative
188. Complete the sentence: ... means to give someone their money back, because they are not satisfied with what they have bought.
- to carry
  - ✓ to refund
  - to damage
  - to order
  - to cover
189. Complete the sentence: We offer a ... to customers who buy in bulk.
- ✓ discount
  - delivery
  - bargain
  - storage
  - refund
190. 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.
- ✓ It is not necessary.
  - Don't do that!
  - It would be a good idea.
  - It is necessary.
  - It is against the law.
191. Match the sentence to the right meaning expressed by the modal verb. You mustn't show your PIN to anyone.
- It is not necessary.
  - It is against the law.
  - ✓ Don't do that!
  - It is necessary.
  - It would be a good idea.
192. Match the sentence to the right meaning expressed by the modal verb. You should order online, it's more convenient.
- ✓ It would be a good idea.
  - It is not necessary.
  - It is against the law.
  - Don't do that!
  - It is necessary.
193. 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 necessary.

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

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

- extension
- landline
- cordless phone
- ✓ videoconferencing
- cellphone

**195.** 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
- ✓ webcam
- landline
- cordless phone
- extension

**196.** 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.

- landline
- extension
- cellphone
- ✓ cordless phone
- payphone

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

- ✓ extension
- payphone
- 3G phone
- booking line
- webcam

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

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

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

- landline
- payphone
- extension
- ✓ cellphone
- webcam

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

- landline
- webcam
- ✓ payphone

- cellphone
- extension

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

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

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

- ✓ Many companies close down completely that month.
- Many that month companies down completely close.
- Many completely month companies that down close.
- Down many companies that completely close month.
- Companies close many completely down that month.

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

- ✓ humour
- extension
- gesture
- dimension
- distance

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

- ✓ gesture
- order
- skill
- dimension
- extension

**205.** Choose the synonym of the word: boundaries

- ✓ limits
- styles
- sales
- skills
- peaks

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

- ✓ presenteeism
- consultation
- dimension
- individualism
- collectivism

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

- ✓ individualism
- minority
- refund
- target
- consultation

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

- ethnic
- office
- individualist
- industrial
- ✓ collectivist

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

- ✓ individualist
- office
- ethnic
- industrial
- collectivist

**210.** Choose the synonym of the word: reservation

- ✓ booking
- extension
- activity
- distance
- consultation

**211.** Choose the synonym of the word: deference

- ✓ respect
- fraud
- delivery
- activity
- culture

**212.** Choose the synonym of the word: holiday

- ✓ vacation
- target
- fraud
- extension
- peak

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

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

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

- ✓ stereotypes
- interruptions
- distractions
- breaches
- lifestyles

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

- ✓ learning culture
- business culture

- sales culture
- macho culture
- long-hours culture

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

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

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

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

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

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

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

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

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

- ✓ business culture
- sales culture
- corporate culture
- macho culture
- long-hours culture

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

- ✓ raise
- reduce
- turn
- lease
- target

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

- ✓ raise
- break
- treat
- link

- reduce

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

- √ 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
- to make an important discovery or change

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

- √ 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
- to do something when you get the chance to do it

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

- to make somebody look or feel more important
- 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

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

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

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

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

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

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

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

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

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

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

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

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

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

- ✓ return
- bargain
- sale
- delivery
- discount

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

- rise
- do
- ✓ get
- reduce
- treat

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

- rise
- treat
- ✓ reduce
- deliver
- do

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

- do
- stay
- ✓ get
- make
- treat

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

- ✓ do
- break
- deliver
- treat
- launch

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

- ✓ do
- sell
- decide
- increase



- make

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

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

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

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

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

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

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

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

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

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

243. Choose the synonym of the word: family name

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

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

- √ hierarchy
- distance
- extension
- bargain
- delivery

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

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

**246.** Complete the phrase with the correct verb: ...by air

- waiting
- having
- √ travelling
- finding
- shopping

**247.** Complete the phrase with the correct verb: ...a speech

- shopping
- travelling
- √ making
- waiting
- going

**248.** Complete the phrase with the correct verb: ...an interview

- √ having
- waiting
- being
- travelling
- shopping

**249.** Complete the phrase with the correct verb: ...a parking space

- √ finding
- waiting
- going
- travelling
- shopping

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

- √ being
- making
- travelling
- going
- finding

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

- having
- travelling
- √ waiting
- going
- taking

**252.** Complete the phrase with the correct verb: ...to the dentist

- taking
- waiting
- √ going
- finding

- making

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

- ✓ working environment
- deadline
- distance
- workload
- discount

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

- ✓ workload
- deadline
- landline
- distance
- flexitime

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

- workload
- lifestyle
- ✓ deadline
- flexitime
- working environment

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

- ✓ workaholic
- backhander
- visionary
- speculator
- workload

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

- ✓ lifestyle
- workaholic
- working environment
- workload
- deadline

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

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

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

- working environment
- deadline
- ✓ workload
- flexitime
- workaholic

- 260.** 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
  - deadline
  - √ work-life balance
  - workaholic
  - workload
- 261.** Match the word or word combination to its definition. Someone who cannot stop working and has no time for anything else.
- √ workaholic
  - flexitime
  - lifestyle
  - working environment
  - deadline
- 262.** Match the word or word combination to its definition. How personally satisfied you are with the way you live and work.
- √ quality of life
  - working environment
  - workload
  - lifestyle
  - flexitime
- 263.** Match the word or word combination to its definition. A time or date by which you have to do something
- √ deadline
  - lifestyle
  - working environment
  - workaholic
  - flexitime
- 264.** Match the word or word combination to its definition. A system where employees choose the time they start and finish work each day.
- √ flexitime
  - workaholic
  - workload
  - deadline
  - working environment
- 265.** Choose the right preposition. I think we should carry ... a survey.
- if
  - at
  - under
  - but
  - √ out
- 266.** Choose the right preposition. Many employees worry.... the future.
- √ about
  - since
  - in
  - under
  - at
- 267.** Choose the right preposition. Stress levels have increased.... recent years.

- ✓ in
- of
- on
- to
- at

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

- out
- at
- ✓ over
- about
- for

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

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

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

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

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

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

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

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

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

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

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

- ✓ in, to
- to, on
- for, on

- of, about
- on, for

**275.** Make up the sentence: handle stress/ but men and/ very differently/ women generally

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

**276.** Make up the sentence: come from/ from work/ home and/ These pressures

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

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

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

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

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

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

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

**280.** Choose the right prepositions. I look forward...hearing...you.

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

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

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

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

- available
- attached
- mentioned
- stimulating
- √ bilingual

**283.** Choose the synonym of the word: qualifications

- bust
- breakthrough
- backhander
- bargain
- √ background

**284.** Choose the synonym of the word: per annum

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

**285.** Choose the wrong email ending.

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

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

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

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

- √ intended recipient
- fax cover sheet
- find attached
- confidential information
- formality

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

- √ confidential information
- attachment
- find attached
- fax cover sheet
- intended recipient

**289.** 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.

- intended recipient
- find attached

- ✓ fax cover sheet
- fax number
- confidential information

**290.** Choose the synonym of the word: seriousness

- network
- relation
- ✓ formality
- reply
- document

**291.** Choose the synonym of the word: delete

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

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

- ✓ attachment
- inbox
- subject
- attach
- delete

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

- ✓ reply
- subject
- attach
- delete
- inbox

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

- ✓ delete
- inbox
- attach
- subject
- reply

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

- ✓ inbox
- attach
- reply
- delete
- subject

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

- ✓ recipe
- cookbook
- cooker
- receipt
- cuisine



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

- ✓ meat
- meal
- spinach
- onion
- food

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

- cooker
- dishing
- ✓ cuisine
- kitchen
- dish

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

- cooks
- dishes
- courses
- cuisine
- ✓ meals

300. Find the extra word:

- ✓ chicken
- salmon
- lobster
- crab
- tuna

301. Find the extra word:

- ✓ lamb
- cucumber
- cabbage
- spinach
- onion

302. Find the extra word:

- veal
- venison
- lamb
- ✓ cabbage
- pork

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

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

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

- ✓ hold on

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- √ for, to, on
- of, in, to

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

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

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

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

**314.** Make up the sentence: afraid/ I/ missed/ your/ I'm/ the/ company/ of/ 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.
- I missed afraid the company of your I'm name.

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

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

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

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

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

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

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

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

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

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

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

- √ await with pleasure
- arrive
- entertain
- refuse
- see the sights

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

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

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

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

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

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

324. Make up the sentence: we/ useful/ felt/ had/ I/ very/ diiscussions/ some

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

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

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

326. Choose the synonym of the word: kick off

- decide
- √ begin

- close
- make
- contact

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

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

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

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

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

- in
- with
- ✓ off
- on
- of

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

- ✓ tactfully
- details
- waste
- forgery
- hesitate

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

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

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

- ✓ agenda
- chat
- fraud
- leadership
- consultation

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

- cover
- sale
- ✓ stick
- use
- waste

334. Complete the sentence: One of the types of meeting is .....general meeting - a shareholders' meeting to discuss an important issue such as a proposed merger.
- brainstorming
  - chat
  - project
  - √ extraordinary
  - conversation
335. Complete the sentence: One of the types of meeting is .....meeting of employees involved in a particular activity.
- √ project
  - entertaining
  - extraordinary
  - chat
  - conversation
336. Complete the sentence: One of the types of meeting is .....among colleagues where as many ideas are produced as possible, but are then evaluated later.
- √ brainstorming
  - entertaining
  - empowerment
  - chat
  - extraordinary
337. Match the word or word combination to its definition. An official, formal meeting of a company's directors.
- √ board meeting
  - project
  - extraordinary
  - downshifting
  - chat
338. Match the word or word combination to its definition. Informal discussion - with colleagues at the coffee machine.
- √ chat
  - board meeting
  - project
  - entertaining
  - brainstorming
339. Choose the synonym of the word: run
- increase
  - share
  - cancel
  - confuse
  - √ chair
340. Choose the synonym of the word: call off
- √ cancel
  - launch
  - impose
  - cause
  - arrange
341. Choose the synonym of the word: put off

- √ postpone
- plan
- start
- behave
- compete

342. Choose the synonym of the word: put back

- √ put off
- arrange
- decide
- use
- launch

343. Choose the synonym of the word: arrange

- √ organize
- book
- impose
- impact
- hesitate

344. Choose the synonym of the word: set up

- √ arrange
- reduce
- deal
- attach
- cancel

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

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

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

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

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

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

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

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

- to run a meeting

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

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

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

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

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

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

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

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

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

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

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

- √ interest rate
- exchange rate
- labour force
- unemployment rate
- government bureaucracy

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

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

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



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

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

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

**358.** Match the economic term to its definition. Money from overseas.

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

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

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

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

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

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

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

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

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

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

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

- labour force

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

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

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

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

**366.** Complete the sentence. Can you check the figures . . . . you go home?

- ✓ before
- how
- where
- who
- what

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

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

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

- ✓ when
- whom
- how
- what
- where

**369.** Complete the sentence. They'll start the meeting . . . . the manager arrives.

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

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

- whom
- who
- ✓ until
- when
- how

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

- ✓ when
- whom
- where
- what
- how

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

- ✓ when
- how
- where
- whom
- what

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

- what
- who
- ✓ when
- how
- where

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

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

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

- where
- whom
- ✓ after
- while
- what

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

- ✓ while
- what
- who
- where
- whom

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

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

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

- ✓ are
- will have been
- have been
- will be

- were

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

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

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

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

**381.** Choose the synonym of the word: consensus

- ✓ agreement
- pollution
- distraction
- leverage
- principal

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

- contribution
- burden
- ✓ consensus
- stagnation
- peak

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

- pollution
- distraction
- ✓ compromise
- breakdown
- pressure

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

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

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

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

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

- ✓ product mix
- upmarket
- disposable income
- saturated
- rebrand

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

- ✓ costs
- forecast
- need
- place
- cycle

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

- price
- service
- ✓ product
- promotion
- place

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

- ✓ place
- service
- price
- product
- promotion

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

- ✓ promotion
- price
- place
- product
- service

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

- promotion
- product
- ✓ price
- service
- place

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

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

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

- ✓ in, of
- at, to
- for, on

- on, for
- of, in

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

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

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

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

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

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

**397.** Make up the sentence: a/ How/ do/ often/ report/ write/ you?

- How do often you write a report?
- How often you report do write a?
- How a report do you write often?
- How write a report do you often?
- √ How often do you write a report?

**398.** Make up the sentence: my/ Have/ sales/ read/ report/ you/ quarterly?

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

**399.** Make up the sentence: expecting/ figures/ sales/ Were/ better/ you?

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

**400.** Make up the sentence: a/ advertising/ Do/ lot/ on/ spend/ they?

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

**401.** Complete the sentence. ....is you sales forecast?

- √ what
- which
- why
- how
- who

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

- √ how long
- who
- when
- what
- how many

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

- how much
- why
- √ which
- who
- what

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

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

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

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

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

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

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

- √ why
- who
- what
- which
- how much

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

- √ when
- what
- which

- how many
- how much

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

- ✓ competitive
- possible
- domestic
- saturated
- informative

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

- booking
- ✓ gesture
- eye contact
- confrontations
- deference

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

- ✓ eye contact
- digressions
- attachment
- punctuality
- booking

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

- ✓ mannerisms
- deference
- digressions
- standpoints
- confrontations

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

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

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

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

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

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

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



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

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

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

**418.** Choose the synonym of the word: proposal

- ✓ offer
- stake
- diary
- pressure
- attitude

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

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

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

- action point
- breakdown
- ✓ physical contact
- body language
- visual aids

**421.** Match the word or phrase to its definition. The way you hold your body, the gestures you make, etc.

- hierarchy
- loyalty
- ✓ body language
- physical contact
- role of silence

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

- ✓ on
- by
- of
- for
- in

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

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

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

**424.** Choose the right preposition: Robert never listen ...my suggestions.

- for
- at
- ✓ to
- on
- in

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

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

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

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

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

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

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

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

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

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

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

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

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

- ✓ on
- for
- by
- in
- of

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

- at
- with
- ✓ to
- in
- on

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

- in
- at
- ✓ with
- on
- of

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

- with
- in
- ✓ about
- on
- to

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

- ✓ for
- in
- on
- at
- of

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

- ✓ about
- of
- on
- in
- at

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

- ✓ to
- with
- of
- in
- at

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

- ✓ with
- about
- at

- in
- on

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

- ✓ in
- at
- about
- by
- of

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

- ✓ to
- from
- of
- on
- by

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

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

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

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

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

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

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

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

**445.** Make up the sentence: working/ computer/ I/ my/ properly/ replied/ wasn` t.

- ✓ I replied my computer wasn` t working properly.
- I working my replied computer wasn` t properly.
- I replied my properly wasn` t computer working.
- I wasn` t computer properly my replied working.
- I properly working wasn` t computer my working.

**446.** Make up the sentence: My/ ready/ wasn` t/ asked/ my/ why/ me/ boss/ report.

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

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

- formal
- credible
- ✓ informal
- inconsistent
- emotional

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

- emotional
- formal
- ✓ impolite
- polite
- calm

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

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

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

- ✓ enquire
- do
- deliver
- invite
- visit

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

- ✓ invite
- increase
- listen
- play
- need

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

- ✓ complain
- deliver
- invite
- visit
- stand

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

- hesitate
- visit
- ✓ request

- make
- stay

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

- play
- deliver
- ✓ confirm
- do
- need

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- quick
- accurate
- ✓ upmarket
- multipurpose
- down market

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

- large
- poor
- quick
- flatter
- ✓ reliable

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

- ✓ attractive
- total
- poor
- obsolete
- flatter

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

- ✓ fashionable
- poor
- mutual
- obsolete
- large

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

- expensive
- hard
- ✓ economical
- fashionable
- attractive

**467.** Match the verb to its meaning: to build or make

- ✓ manufacture
- launch
- promote
- modify
- discontinue

**468.** Match the verb to its meaning: to stop making

- ✓ discontinue
- modify
- test

- design
- manufacture

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

- well
- best
- ✓ high
- hard
- long

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

- hard
- best
- ✓ well
- long
- high

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

- best
- high
- ✓ long
- hard
- well

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

- ✓ best
- high
- well
- hard
- long

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

- ✓ high
- best
- long
- hard
- well

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

- ✓ hard
- best
- well
- long
- high

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

- ✓ high
- best
- long
- well
- hard

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



- on
- at
- ✓ with
- in
- by

**477.** Choose the right preposition. There are five prizes ....the selected companies.

- ✓ for
- by
- about
- on
- at

**478.** Choose the right preposition. Companies ....all over the world enter the competition.

- ✓ from
- by
- at
- for
- on

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

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

**480.** Complete the sentence. Samsinite sells practical and well ... bags and suitcases.

- ✓ made
- card
- mode
- find
- safe

**481.** Complete the sentence. Tunggram makes long ... light bulbs.

- built
- market
- mode
- pricing
- ✓ lasting

**482.** Complete the sentence. Samsung has produced some best ... mobile phones.

- danger
- card
- ✓ selling
- find
- market

**483.** Complete the sentence. Timberland makes fashionable and hard ... boots.

- ✓ wearing
- design
- select

- market
- profit

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

- ✓ quality
- danger
- mark
- card
- easy

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

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

486. Make up the sentence: should/ new/ immediately/ we/ test/ this/ product.

- This immediately new product should we test .
- New this should we immediately test product.
- Immediately we test should this new product .
- Should this we product test immediately new.
- ✓ We should test this new product immediately.

487. Make up the sentence: repairing/ someone/ your/ now/ is/ machine/ washing.

- Your machine is washing now repairing someone.
- Now someone your repairing machine is washing.
- Washing machine is your someone now repairing.
- Machine is someone now repairing washing your.
- ✓ Someone is repairing your washing machine now.

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

- ✓ when
- who
- why
- which
- where

489. Complete the sentence. A retailer is a person ....owns or runs a shop selling goods to members of the public.

- ✓ who
- what
- why
- where
- when

490. Complete the sentence. The shop floor is an area in a factory ....ordinary workers do their work.

- when
- what
- ✓ where
- who
- why

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

- ✓ which
- who
- why
- when
- where

492. Complete the sentence. A recession is a period of time ....the economy is doing badly.

- ✓ when
- where
- who
- why
- what

493. Complete the sentence. A warehouse is a large building ....goods are stored until they are distributed to shops to be sold.

- why
- which
- ✓ where
- when
- who

494. Complete the sentence. A brand is a name ....makes it easy for customers to recognise a product.

- where
- when
- ✓ which
- who
- why

495. Complete the sentence. A fashion designer ....created the "little black dress" was a genius.

- when
- why
- ✓ who
- where
- what

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

- ✓ guarantee
- colleague
- place
- expert
- staff

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

- ✓ economical
- economy
- economic
- economist
- economics

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

- ✓ reliable

- late
- loud
- cool
- current

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

- ✓ stainless
- poor
- stable
- jobless
- elegant