

TEST 1*

"Verifica"

Exercise 1 Choose the most appropriate word to fill in the blanks. Only ONE word is correct.

1. Even after its first year, the Agency had _____ results and it went on to expand year after year. A. surprised B. startling C. amaze D. shocking
2. We apologise to all our _____ for the changes in our T.V. programmes this evening. A. viewers B. observers C. spectators D. congregation
3. We _____ the opposition in the end and had our product on the market in record time. A. broke into B. broke out C. broke away D. broke through
4. It was essential to _____ all the initial bureaucratic problems before any progress was made. A. overcome B. overwhelm C. overtake D. overlook
5. There was a _____ in attitude towards the new venture. A. turn B. moving C. shift D. alteration
6. The advertisement was _____ published despite the controversial theme. A. actually B. now C. virtually D. usually
7. When you arrive in London please _____ in touch to arrange a time for the meeting. A. keep B. get C. put D. to be
8. Hold on a moment please, I'll _____ to the sales office. A. putting you through B. put through C. put through you D. put you through
9. The Directors are in Tokyo _____ business at the moment. A. for B. on C. to D. at
10. _____ all of our products are made locally. A. Merely B. Quite C. Almost D. Rather

* by Susan Attard, British Institutes

Exercise 2 Put the verbs in brackets into the correct tense (present simple or present continuous).

1. The Japanese people (modernise) _____ their logos at the moment.
2. Credit Card companies (issue) _____ hundreds of cards every year.
3. We (publish) _____ an advertisement to announce our new image.
4. The new brand of juice (sell) _____ well this season; it has nearly cornered the market.
5. The Directors (meet) _____ for golf once a month.

Exercise 3 Match the word in column A with their definitions in column B.

A	B
1. sensitive	a. an indirect suggestion about something
2. sloppy	b. a booklet giving information about a product
3. hint	c. to be understanding and aware of things
4. brochure	d. instructions on how to cook something
5. recipe	e. messy, careless, inelegant

Exercise 4 Telephone language: correct the following sentences. There is ONE mistake in each sentence.

1. Just a moment, please. I check if he's in the office.
2. I would like you meet the new Marketing Manager.
3. There is a Mr. Brown in line for you.
4. I'm looking forward see you next week.
5. I call you when I arrive.

TEST 2*

"Verifica"

Exercise 1 What is the correct spelling of these words?

1. RADVFOTER _____
2. TRDECI _____
3. NNAGKIB _____
4. QEEHUC _____
5. GRETOGAM _____
6. OCINEVI _____

Exercise 2 Choose the most appropriate word to fill in the blanks. Only one WORD is correct.

1. The bank decided to _____ them the money as they were reliable clients.
A. let B. lend C. borrow D. lease
2. The _____ can be transferred from one bank account to another in a few days.
A. resources B. charges C. loans D. funds
3. The Branch Manager _____ all responsibilities until another Manager was appointed.
A. took over B. took back C. took out D. took up
4. We had to _____ for a loan when we set up the company.
A. demand B. request C. apply D. discuss
5. Unless the trend improves we will make a huge _____.
A. loss B. risk C. bonus D. deal

Exercise 3 Put the verbs in brackets into the correct tense (past simple or past continuous).

1. Confirmation (come) _____ through as we (sign) _____ the deal.
2. They (leave) _____ the restaurant when the news (arrive) _____ so they hurried back to the office.
3. While he (buy) _____ his shares he (think) _____ he heard a bang.
4. We (have to) _____ sell our house when we (pay) _____ off our debts.
5. As he (ring) _____ to remind them about the payment, the cheque (arrive) _____.

Exercise 4 Put the following jumbled dialogue into the correct order. Write the letters in the boxes below.

- A. Both actually. Is there a good exchange rate for Italian Lire?
- B. You're welcome. Goodbye.
- C. Of course. Would you like to change cash or traveller's cheques?
- D. Right. Here you are.
- E. Good morning. Can I help you?
- F. A million Lire.
- G. Yes please. I'd like to change some money.
- H. Yes there is. How much would you like to change?
- I. Thanks very much.

1	2	3	4	5	6	7	8	9
E								

TEST 3*

"Verifica"

Exercise 1 Which of the following are used when (A) asking for opinions and which are used when (B) giving opinions?

1. I think it would be fair to say the situation is improving. A/B
2. We really feel the venture will be a success. A/B
3. What do you think about this year's budget? A/B
4. What I'm convinced about is the positive trend of sales in the last few months. A/B
5. Would you say we were coming to the end of recession? A/B
6. I honestly don't believe foreign investment will solve our problems at the moment. A/B

Exercise 2 Underline the most appropriate verb form in these sentences; either future or future continuous.

1. This time next week I will lie / will be lying on a tropical beach, a thousand miles from here!
2. The optimistic economists predict consumers will start / will be starting to spend their money more freely by the end of the year.
3. The V.A.T. increase will be bringing / will bring in a percentage of the extra revenue needed.
4. What will you be doing / will you do at a lunch time tomorrow?
5. I'm quite sure the new car will be selling / will sell well as soon as it is on the market.
6. In the next few days I will interview / will be interviewing applicants for the post of Financial Director.

Exercise 3 Write these numbers in figures (eg.: twenty-three: 23).

- A. Two thousand three hundred and ninety.

- B. Nine hundred and twenty-one thousand seven hundred and thirteen. _____
- C. Forty-eight thousand five hundred and thirty-five. _____
- D. Six hundred and fifty-eight thousand one hundred and thirty-four. _____
- E. Seven hundred and nineteen million three hundred and fifty thousand. _____
- F. Fifty thousand two hundred and thirteen. _____
- G. Three million six hundred and fifty thousand. _____
- H. Sixteen billion two hundred and thirty million eight hundred thousand six hundred and forty. _____

Exercise 4 Use the words below to complete the following sentences.

snag corkscrew supply run on wages
economic forecast unemployment

1. According to the latest _____ the recession is coming to an end.
2. What kind of fuel will the new car _____?
3. I need a _____ to open this bottle of wine.
4. Your _____ will be paid at the end of each week.
5. The company could not _____ the materials on time.
6. What is the rate of _____ in your country?
7. There was a _____ in the presentation of his five-year plan and he had difficulty clarifying the matter.

TEST 3*

"Verifica"

Exercise 1 Which of the following are used when (A) asking for opinions and which are used when (B) giving opinions?

1. I think it would be fair to say the situation is improving. A/B
2. We really feel the venture will be a success. A/B
3. What do you think about this year's budget? A/B
4. What I'm convinced about is the positive trend of sales in the last few months. A/B
5. Would you say we were coming to the end of recession? A/B
6. I honestly don't believe foreign investment will solve our problems at the moment. A/B

Exercise 2 Underline the most appropriate verb form in these sentences; either future or future continuous.

1. This time next week I will lie / will be lying on a tropical beach, a thousand miles from here!
2. The optimistic economists predict consumers will start / will be starting to spend their money more freely by the end of the year.
3. The V.A.T. increase will be bringing / will bring in a percentage of the extra revenue needed.
4. What will you be doing / will you do at a lunch time tomorrow?
5. I'm quite sure the new car will be selling / will sell well as soon as it is on the market.
6. In the next few days I will interview / will be interviewing applicants for the post of Financial Director.

Exercise 3 Write these numbers in figures (eg.: twenty-three: 23).

- A. Two thousand three hundred and ninety.

- B. Nine hundred and twenty-one thousand seven hundred and thirteen. _____
- C. Forty-eight thousand five hundred and thirty-five. _____
- D. Six hundred and fifty-eight thousand one hundred and thirty-four. _____
- E. Seven hundred and nineteen million three hundred and fifty thousand. _____
- F. Fifty thousand two hundred and thirteen. _____
- G. Three million six hundred and fifty thousand. _____
- H. Sixteen billion two hundred and thirty million eight hundred thousand six hundred and forty. _____

Exercise 4 Use the words below to complete the following sentences.

snag corkscrew supply run on wages
economic forecast unemployment

1. According to the latest _____ the recession is coming to an end.
2. What kind of fuel will the new car _____?
3. I need a _____ to open this bottle of wine.
4. Your _____ will be paid at the end of each week.
5. The company could not _____ the materials on time.
6. What is the rate of _____ in your country?
7. There was a _____ in the presentation of his five-year plan and he had difficulty clarifying the matter.

TEST 4*

"Verifica"

Exercise 1 Match the following definitions with the words in the box below.

1. to drop or fall suddenly
2. a strong, locked container for valuables.
3. exchange one thing for another.
4. a list of points to be covered at a meeting
5. description of main points

A. barter B. outline C. safe deposit box
D. plunge E. agenda

Exercise 2 Fill in the blanks in the following letter using the words below.

A.N.Y. Ltd.,
161 Lombard Street,
Newcastle NE3 3XY
England.

Worldwide Bank,
10 Black Street,
Newcastle NE4 2T0

03/09/93

Dear Sirs,

Our company is 1. _____ and we are
2. _____ up a factory abroad. Seeing
as a large 3. _____ is required
to 4. _____ the venture, we would like
to discuss the possibilities of a bank 5. _____.
We would appreciate a prompt reply and look
6. _____ to hearing from you.

Yours 7. _____

John Knowles
Cash Management Officer

forward / loan / expanding / faithfully / starting /
investment / finance

Exercise 3 Circle the most appropriate future form in these sentences.

1. It's all arranged; we ... to Bangkok at 10.30am tomorrow morning.
A. are flying B. will fly
2. John is very unhappy at work and at home at the moment so he ... take a holiday at the end of the month.
A. will B. is going to
3. He's not sure of the day but he's ... the bank manager about a loan.
A. going to see B. seeing
4. I wonder whether the investment ... pay off in the end.
A. is going to B. will
5. The board meeting ... held in Rome at a later date.
A. will be B. is being

Exercise 4 Fill in the blanks with one of the alternatives in each sentence.

1. The Treasurer's office is ... the third floor.
A. at B. on C. to
2. We're going to take ... a loan to buy a house.
A. out B. over C. on
3. Getting a 90% mortgage depends ... how much our salaries amount to.
A. to B. from C. on
4. Receptionist to visitor: "The porter will ... your bags up to your room immediately".
A. take B. bring C. fetch
5. The company does not have sufficient ... to finance the venture.
A. shares B. funds C. accounts

TEST 5*

"Verifica"

Exercise 1 Telephone language: *Correct the following sentences; there is ONE mistake in each sentence.*

1. Would you mind tell me what the basic salary is?
2. I'm calling for ask about the new supervisor.
3. How long the order will take?
4. Is it all?
5. Hello, I'm John Moore speaking.

Exercise 2 *Put the verbs in brackets into the correct tense (past simple, present perfect, present perfect continuous) (PM: Personnel Manager; MW: Ms. Wesley)*

PM: Which company do you work for?

MW: I work for Nestor Ltd. I 1. _____ (to be) there for 6 years.

PM: Where 2. _____ (to work) before starting at Nestor?

MW: I 3. _____ (to be) a student until I

4. _____ (to begin) working for Nestor.

PM: 5. _____ (ever, to travel) on business?

MW: Yes, I 6. _____ (to travel) all over Europe and I 7. _____ (to fly) to the Far East last month.

PM: I see. We 8. _____ (to look for) someone with your experience for a long time now.

I 9. _____ (to interview) a number of applicants but so far I 10. _____ (not to find) anyone suitable.

Exercise 3 *What is the correct spelling of these words?*

1. FTAFS _____
2. ABNRD _____
3. GEANTMMENA _____
4. CMFEREOPANR _____
5. ETTGARYS _____
6. NITANMAI _____
7. SADILHPERE _____
8. HERCSAER _____

Exercise 4 *Fill in the missing prepositions in the spaces below.*

1. The Sales Manager is responsible _____ sales in Northern Europe.
2. What are the executives in charge _____?
3. In spite _____ the Director's disapproval they went ahead with the scheme.
4. We decided _____ the matter last week and cannot change our minds.

Exercise 5 *Match the words in column A with their definitions in column B*

A

1. to train
2. available
3. to accomplish
4. to hire
5. hectic

B

- A. at someone's disposal
- B. to employ
- C. very, busy, active
- D. to teach someone to do something
- E. to succeed in doing

* by Susan Attard, British Institutes

“Verifica”

1. Despite their claim they received no _____
_____ for their loss.
2. The policy _____ cover against fire
and theft.
3. We did not want to _____ so we de-
cided on the most comprehensive insurance policy.
4. The _____ assessed the damage to
our house after the flood.
5. After the _____ the agent left the
company.
6. We _____ full insurance when we
bought our new house to cover all eventualities.

TEST 7*

"Verifica"

Exercise 1 What is the correct spelling of these words?

1. EM'ALOCMCIR _____
2. KDARTRMEA _____
3. HSEDMACNIER _____
4. EMNSUORC EDSNE _____
5. GHASECR _____
6. RTDCEI RINKGMEAT _____

Exercise 2 Match the following definitions with the words in the previous exercise.

- A. purchasers' requirements, demand
- B. a broadcast advertisement
- C. goods
- D. advertising a product through mail and telephone.
- E. a word or phrase that legally distinguishes a product
- F. prices asked for service or goods

A	B	C	D	E	F

Exercise 3 Put the following jumbled dialogue in the correct order. Write the letters in the box below.

- A. Fine, as we only have two second class seats left on the Turkish Airways flight tomorrow.
- B. That's very kind of you.
- C. Good morning, can I help you?
- D. Could you order a vegetarian meal for me on the flight please?

- E. Yes please, I'd like to make a reservation on a flight to Ankara tomorrow.
- F. Yes, I'll remember. Thank you very much.
- G. No, not at all. That sounds reasonable.
- H. My pleasure. Have a good trip and remember: you must be at the airport one hour before take-off.
- I. Yes of course, I'll arrange that for you.
- J. Sure. Would you mind travelling second class?

1	2	3	4	5	6	7	8	9	10
C									

Exercise 4 Tick either a) b) or c) in the following sentences. Only one is correct.

1. You a) *could* b) *can* c) *would* do all your shopping at the department store down the road if you like.
2. I a) *should* b) *shall* c) *could* speak three languages when I lived in Asia.
3. You a) *can* b) *must* c) *will* start work at 9.00 a.m. every morning and not a minute later.
4. Do you think I a) *should* b) *must* c) *would* do some market research on the product?
5. a) *Could* b) *Shall* c) *Would* you mind telling the Marketing Manager who is to account for this?
6. a) *Could* b) *Shall* c) *Would* I pick you up at the airport when you get back from Washington?
7. Yes, you a) *can* b) *must* c) *should* use my fax machine. I don't mind.
8. If it went into receivership we a) *should* b) *will* c) *could* help out.

TEST 8*

"Verifica"

Exercise 1 Use the prepositions in the box to fill in the spaces provided (some are used more than once).

by to at for with in within

- Nice _____ see you again.
- How did it go _____ the delivery?
- We'd like _____ place a repeat order.
- These items are produced _____ all sizes.
- All prices have dropped _____ 3%.
- If your consignment is not delivered _____ the month, we'll offer you a further discount.
- You must look _____ the items carefully to find any defects.
- I am sending you a claim _____ the damaged goods.
- They will be replaced _____ our expense.
- Send us free samples _____ TTN air freight.

Exercise 2 Put the following sentences into indirect speech.

- "I'm late because I missed the bus," he explained.
He explained _____
- "We are going by train," they say. _____
- "They met at a conference in Vienna," she says. _____
- "He hasn't typed the letters," she replied. _____
- "The Financial Manager can come tomorrow", she said. _____
- "When will the goods arrive?", he asked. _____
- "The new salesman is quite ambitious", they say. _____
- "I really must change jobs!" she exclaimed. _____

Exercise 3 Match the phrases in column B with those in column A to make up whole sentences. The first one has been done as an example.

A.

- You must deliver
- The shipment was held
- They signed the treaty
- He was terribly upset
- An awful fight broke
- The invoice included

B.

- in Berlin
- out at the Trade Fair
- up at the customs
- freight costs
- the goods on time
- when they told him the truth

1	2	3	4	5	6
E					

Exercise 4 Are SAY and TELL used correctly in the following sentences? (C = correct; W = wrong)

- He told me the negotiation was a success: - ☐ C ☐ W
- When will you say me the price of the goods? ☐ C ☐ W
- The accountant was so surprised he told he couldn't accept the deal. ☐ C ☐ W
- Did she say she was coming on the Concorde flight? ☐ C ☐ W
- Could you say us where the Trade Fair is please? ☐ C ☐ W
- The General Manager has said we will be getting a pay rise. ☐ C ☐ W
- When I asked for a credit card he said I could have one. ☐ C ☐ W