

## Business English 1

Name: \_\_\_\_\_

Department, index no: \_\_\_\_\_

# The First Test in Business English 1

## Units 1-4

### GRAMMAR

#### I Fill in the gap with the correct verb , quantifier, or modal verb:

1. I think that we \_\_\_\_\_ (have to) make an appointment with the staff at the end of this week.
2. Since Rose \_\_\_\_\_ (file) her paperwork in our documentation, I just cannot find anything in here! What a mess!
3. Microsoft \_\_\_\_\_ (operate) with softwares and its application. The company \_\_\_\_\_ (be) a leader in the business for 20 years.

*a lot of, much, many, a little, a few*

4. Students haven't finished their presentations. Only \_\_\_\_\_ even were interteded in completing the task.
5. Not \_\_\_\_\_ effort is needed to prepare well for the examinations.
6. I believe that Sam Brown's investments proved a clever thing to do. \_\_\_\_\_ companies wanted to become his partners.
7. I didn't have \_\_\_\_\_ mistakes in the essay. Just some spelling.

*have to, has to, didn't have to, had to, needn't, mustn't*

8. The colleagues who we had a meeting with last week \_\_\_\_\_ register us in their visitors' book. It's the rule in their company.
9. Sally really \_\_\_\_\_ study more otherwise she will lose the credits and fail the year.
10. You \_\_\_\_\_ use the office phone for private calls during the rush hour.
11. Hey, Ben! You \_\_\_\_\_ worry! I have finished everything and handed it to the manager.

Points: \_\_\_\_/6

## VOCABULARY

### I Part of speech - Fill in the chart with suitable answers

noun	verb	adjective
	to organize	
society		
	to graduate	
		applied

points...../2

### II Synonyms – Give the most suitable synonym for given words or expressions:

- omit \_\_\_\_\_
- grumble \_\_\_\_\_
- transnational company \_\_\_\_\_
- pollution \_\_\_\_\_

points...../2

### III Circle the correct answer

- Globalization has brought many \_\_\_\_\_ to advanced countries.  
a) uses b) benefits c) goods
- The \_\_\_\_\_ opens a meeting on time and explains its purpose.  
a) chairperson b) employer c) employee
- For example, 85% of global tea trade is controlled \_\_\_\_\_ just a few companies.  
a) of b) by c) with
- The Internet and email mean that people can \_\_\_\_\_ knowledge.  
a) share b) take c) delegate
- The British wait in lines patiently and they sometimes \_\_\_\_\_ with each other while waiting.  
a) chat b) grumble c) tip

points...../2.5

