

Your name: _____ Company: _____

Telephon number / E-mail: _____

How did you find out about F+U?: _____

Business-English-Test

Part 1 - Grammar

- 1 - When a prospective client takes you _____ lunch, it's still about business.
- at
 - on
 - to
- 2 - I will call _____ eight o'clock.
- in
 - at
 - on
- 3 - I would always call _____ employers and verify that they'd be willing to give you a positive recommendation.
- old
 - former
 - farmer
- 4 - Please call me when you _____ this message.
- receive
 - received
 - will receive
- 5 - There are special situations that can make _____ an effective resume difficult.
- writing
 - write
 - to write
- 6 - I would strongly _____ against staying up very late the night before an interview.
- suggest
 - ask
 - advise

- 7 - Give her a call because at this time of day, she _____ surely be in the office.
- will
 - would have been
 - was
- 8 - If you have more _____ one career goal, the best strategy is to develop multiple resumes.
- than
 - as
 - that
- 9 - You should read some _____ samples that you can use as a guide.
- specific industry
 - industry specific
 - industry-specific
- 10 - The _____ total sales for the nine months ended September 30, 2000.
- Company
 - Companys'
 - Company's
-

Part 2 - Vocabulary

- 1 - I expect you to give me a straight _____.
- reaction
 - impression
 - answer
- 2 - He is going to get a top job soon. He is a real high _____.
- market
 - flier
 - shots
- 3 - After interviewing her, he sent a _____ to his boss.
- writing
 - write up
 - writing up
- 4 - His handwriting is so bad that I cannot _____ out his signature.
- find
 - pick
 - make

- 5 - A Balance sheet is composed of _____ .
- Assets and Liabilities
 - Assets and Debt
 - Property and Debt
- 6 - Next year, our results should _____ .
- break up
 - break even
 - break of
- 7 - A strong volume in France was offset by a strong U.S. dollar _____ the Euro.
- against
 - on
 - to
- 8 - She decided to turn _____ the offer of a new job and stay with her present employer.
- up
 - down
 - out
-

Part 3 – Fluency

- 1 - Tell me _____ a project that you worked on that was not successful.
- about
 - of
 - on
- 2 - If I _____ you, I would apply for this position online.
- had been
 - was
 - were
- 3 - They aren't really moving to Paris, _____ they?
- did
 - were
 - are
- 4 - He moved to California _____ October.
- on
 - to
 - in
-

Part 4 - Syntax

- 1 - She interviewed with this international company on _____. (US date)
- 15/03/2000
 - 03/15/2000
 - 2000/03/15
- 2 - The Empire State Building is worth _____ .
- 6,500,000,000 dollars
 - \$6.500.000.000
 - \$6,500,000,000
- 3 - She completed the test by herself _____ was quite long.
- which
 - that
 - whom

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