

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ
ДЕРЖАВНИЙ ВИЩИЙ НАВЧАЛЬНИЙ ЗАКЛАД
“УЖГОРОДСЬКИЙ НАЦІОНАЛЬНИЙ УНІВЕРСИТЕТ”
ФАКУЛЬТЕТ ІНОЗЕМНОЇ ФІЛОЛОГІЇ
КАФЕДРА АНГЛІЙСЬКОЇ ФІЛОЛОГІЇ

Глюдзик Ю.В., Іванова А.О.

ДІЛОВА АНГЛІЙСЬКА МОВА

тестові завдання для студентів 3-го року навчання

Ужгород – 2022

Глюдзик Ю.В., Іванова А.О. Ділова англійська мова: тестові завдання для студентів 3-го року навчання спеціальності “Середня освіта. Українська мова та література” за освітньою програмою “Українська мова та література. Англійська мова та література”. - Ужгород, 2022. - 56 с.

Рецензенти:

Голік С.В. – кандидат філологічних наук, доцент, завідувач кафедри англійської філології ДВНЗ “Ужгородський національний університет”.

Гайданка Д.В. – кандидат філологічних наук, доцент кафедри англійської філології ДВНЗ “Ужгородський національний університет”.

Пропоноване видання задумане для студентів 3-го року навчання спеціальності “Середня освіта. Українська мова та література” за освітньою програмою “Українська мова та література. Англійська мова та література” з метою поглиблення знань із цього курсу. У виданні подано лексичні та, частково, граматичні тестові завдання, що відображають програму дисципліни, та сприяють покращенню якості її опанування.

Рекомендовано до друку кафедрою англійської філології
ДВНЗ “Ужгородський національний університет”
Протокол №6 від 23 лютого 2022 р.

CONTENTS

Foreword.....	4
Unit1. ORGANISATION.....	5
Unit 2. BRANDS.....	11
Unit 3. JOB HUNTING.....	18
Unit 4. BUSINESS STRATEGY.....	24
Unit 5. LOGISTICS.....	30
Unit 6. ENTREPRENEURS.....	36
Unit 7. WORKING ABROAD.....	43
Unit 8. LEADERSHIP.....	50
Sources.....	56

FOREWORD

Business English is a learner's guide that touches upon a wide range of topics concerning employment and entrepreneurship and is of significant importance and assistance to students in the course of Business English. The given guide is also of great help to lecturers in the process of delivering both online and offline classes.

The manual is written in a form of tests to check the knowledge of the eight topics presented: organization, brands, job-hunting, business strategy, logistics, entrepreneurs, working abroad, leadership. Each theme covers not only lexical and conversational vocabulary but also grammar bank. The presented study guide reveals the world of business by its compulsory constituents: the organization of a working process in a company; the importance of a brand and the creation of a unique one; search for a job; development of a business strategy for work; transportation of goods and their delivery to customers; private business area; finding a job and working abroad; being a leader or a minor in a company.

It sums up the basic grammar points and gives the opportunity for students as well as teachers to broaden their mind towards English in the sphere of business.

Unit 1. Organization

1. It is important that individuals and teams understand their _____ and responsibilities.
 - a) coordination
 - b) team
 - c) supervisor
 - d) roles
2. Staff are responsible for _____ and teams gathering news globally.
 - a) coordination of the work
 - b) report directly
 - c) work with
 - d) running the HR team
3. A News Editor gives a(n) _____ the task of covering a news story.
 - a) operator
 - b) team
 - c) reporter
 - d) HR team
4. A News Reporter works with a camera _____ to make sure they are getting the right pictures.
 - a) team
 - b) operator
 - c) finance supervisor
 - d) conductor
5. A Program Director's role is to lead the production _____.
 - a) stuff
 - b) team
 - c) company
 - d) payments
6. A Program Director describes his job similar to the _____ of an orchestra.
 - a) singer
 - b) dancer
 - c) conductor
 - d) leading man
7. The HR director has several strategic and _____ priorities.
 - a) coordinative
 - b) involving
 - c) responsible
 - d) operational
8. A Finance Supervisor says it's important to make sure the _____ come in on time.
 - a) payments
 - b) cash
 - c) money

- d) changes
9. My job _____ newsgathering for a major news organization.
- a) charges
 - b) involves
 - c) cares of
 - d) looks after
10. My role as Program Director is to _____ the production team.
- a) lead
 - b) charge
 - c) coordinate
 - d) report to
11. I'm responsible for _____ the human resources team.
- a) taking care
 - b) working closely
 - c) being in charge of
 - d) running
12. We need to _____ we're getting cash in.
- a) look after
 - b) report to
 - c) take care of
 - d) make sure
13. I _____ a small team of two marketing managers and a video producer.
- a) take care of
 - b) work with
 - c) responsible for
 - d) report to
14. I'm in _____ of attracting new customers, retaining existing customers and positioning the business as innovative and creative.
- a) responsibility
 - b) care
 - c) charge
 - d) coordination
15. I _____ directly to the Head of Strategy and Development.
- a) take care
 - b) work
 - c) report
 - d) coordinate
16. I'm a camera operator and I take _____ of the camera equipment.
- a) responsibility
 - b) care
 - c) a look
 - d) coordination
17. I'm _____ for interpreting what the director wants to happen and putting it on screen.
- a) responsible

- b) coordinate
 - c) in charge
 - d) looking
18. I _____ closely with other technical departments, such as lightning and sound.
- a) work
 - b) coordinate
 - c) report
 - d) involve
19. I'm the Head _____ Sales.
- a) for
 - b) of
 - c) with
 - d) after
20. I look _____ the company website.
- a) with
 - b) of
 - c) for
 - d) after
21. Bureaucracy is:
- a) new, different and better than before.
 - b) a complicated official system that has a lot of rules and processes.
 - c) a move to a more important job in a company or organization.
 - d) a system of organization in which people are divided into levels of importance.
22. Hierarchy is:
- a) new, different and better than before.
 - b) a complicated official system that has a lot of rules and processes.
 - c) a move to a more important job in a company or organization.
 - d) a system of organization in which people are divided into levels of importance.
23. Promotion is:
- a) new, different and better than before.
 - b) a complicated official system that has a lot of rules and processes.
 - c) a move to a more important job in a company or organization.
 - d) a system of organization in which people are divided into levels of importance.
24. Innovative is:
- a) new, different and better than before.
 - b) a complicated official system that has a lot of rules and processes.
 - c) a move to a more important job in a company or organization.
 - d) a system of organization in which people are divided into levels of importance.
25. Centralized is ...

a) organized the control of an organization so that everything is done or decided in one place.

b) a complicated official system that has a lot of rules and processes.

c) a move to a more important job in a company or organization.

d) a system of organization in which people are divided into levels of importance.

26. Decentralized is ...

a) organized the control of an organization so that everything is done or decided in one place.

b) moved parts of an organization, etc. from a central place to several different smaller ones.

c) a complicated official system that has a lot of rules and processes.

d) a move to a more important job in a company or organization.

27. You decide that you _____ to the team.

a) are going to contribute

b) contributing

c) are contributing

d) contribute

28. Zappos _____ a training session next week.

a) is having

b) is going to have

c) has

d) having

29. I _____ to Las Vegas tomorrow.

a) fly

b) am going to fly

c) am flying

d) flying

30. I'm sure that _____ a very interesting experience.

a) is

b) is going to be

c) is being

d) be

31. What time _____ the first flight _____ on Sundays?

a) does... leave

b) is...leaving

c) is...going to leave

d) has...leaving

32. When I get more free time, I _____ a gym.

a) join

b) am joining

c) am going to join

d) joining

33. He can't remember what time he _____ the client tomorrow.

a) visits

- b) is visiting
 - c) is going to visit
 - d) visiting
34. I _____ to her email until later today.
- a) don't reply
 - b) am not replying
 - c) am not going to reply
 - d) replying
35. We _____ some friends after work this evening.
- a) meet
 - b) are meeting
 - c) are going to meet
 - d) meeting
36. Susan hasn't studied all year. She _____ her final exams next week.
- a) fails
 - b) is failing
 - c) is going to fail
 - d) failing
37. The conference _____ until 10 o'clock but let's get there early.
- a) doesn't start
 - b) isn't starting
 - c) isn't going to start
 - d) not start
38. There's a lot of traffic. _____ in time to catch the train?
- a) do we arrive
 - b) are we arriving
 - c) are we going to arrive
 - d) arriving
39. Can I _____ your bag?
- a) offer
 - b) take
 - c) join
 - d) work
40. When did you _____ the company?
- a) join
 - b) work
 - c) start
 - d) have
41. Are you _____ for lunch today?
- a) work
 - b) go
 - c) free
 - d) have
42. Can I _____ you something to drink?
- a) take

- b) give
 - c) put
 - d) offer
43. I _____ a job interview tomorrow.
- a) having
 - b) am having
 - c) have
 - d) is going to have
44. I _____ the suppliers tomorrow.
- a) am visiting
 - b) visit
 - c) am going to visit
 - d) visiting
45. Our train _____ until 8.30 this evening.
- a) isn't leaving
 - b) isn't going to leave
 - c) not leaving
 - d) doesn't leave
46. We _____ the software.
- a) aren't going to change
 - b) don't change
 - c) changing
 - d) aren't changing
47. Water _____ at 0 degrees.
- a) freezes
 - b) is freezing
 - c) freeze
 - d) has freezing
48. She _____ our offices next week.
- a) visits
 - b) visiting
 - c) visit
 - d) is visiting
49. Managing the stuff is the key _____ .
- a) procedure
 - b) function
 - c) feature
 - d) characteristic
50. I coordinate _____ all departments to ensure customer satisfaction.
- a) about
 - b) off
 - c) at
 - d) with

Unit 2. Brands

1. A brand is :
 - a) a name given to a product;
 - b) a name, term, design, symbol or any other feature that identifies one seller's good or service as distinct from those of other sellers;
 - c) a symbol or other small design adopted by an organization to identify its products, uniform, vehicles, etc;
 - d) a commercial business.
2. When a company uses one of its established brand names on a new product or new product category, itthe brand:
 - a) changes
 - b) establishes
 - c) exposes
 - d) extends
3. How to respect the Minimum Advertised Price so as not to a brand.
 - a) devalue
 - b) deter
 - c) determine
 - d) decline
4. An organization or country engaged in commercial or economic competition with others is called:
 - a) a competitor
 - b) a contestant
 - c) a member
 - d) a gambler
5. If a company or investor ventures an area of business or investment, they become involved in it for the first time.
 - a) for
 - b) into
 - c) at
 - d) from
6. business of an organization is an idealized construct intended to express that organization's "main" or "essential" activity.
 - a) basic
 - b) fundamental
 - c) nucleus
 - d) core
7. A client base is:
 - a) the people who come to the shop
 - b) the customers who come to the business
 - c) the regular customers that a business has.
 - d) the customers whom the employees call.
8. Customer engagement is:

- a) buying the same brand regularly
 - b) using internet history to target customers
 - c) advertising by placing an item in a television programme or film
 - d) consumer interest
9. Product placement is:
- a) buying the same brand regularly
 - b) using internet history to target customers
 - c) advertising by placing an item in a television programme or film
 - d) consumer interest
10. Customer loyalty is:
- a) buying the same brand regularly
 - b) using internet history to target customers
 - c) advertising by placing an item in a television programme or film
 - d) consumer interest
11. Interactive marketing is:
- a) buying the same brand regularly
 - b) using internet history to target customers
 - c) advertising by placing an item in a television programme or film
 - d) consumer interest
12. Brand stretching is:
- a) knowledge or understanding
 - b) extending a brand to include other types of products
 - c) advertising by placing an item in a television programme or film
 - d) consumer interest
13. An image is:
- a) buying the same brand regularly
 - b) using internet history to target customers
 - c) general opinion people have of a product
 - d) a recognizable design or official sign on a product
14. A logo is:
- a) buying the same brand regularly
 - b) using internet history to target customers
 - c) general opinion people have of a product
 - d) a recognizable design or official sign on a product
15. Name three well-known people who “a life of luxury”:
- a) make
 - b) lead
 - c) earn
 - d) waste
16. What other ways are there of a brand awareness or encouraging customer loyalty?
- a) increase
 - b) create
 - c) decline
 - d) expose

17. If you had to stretch a well-known brand, how would youit?
- a) raise
 - b) change
 - c) expand
 - d) expose
18. A brand ambassador is:
- a) the face of the brand
 - b) the clerk
 - c) the courier of the brand
 - d) the postman of the brand
19. Asian brands are adapting their marketingfor stores according to the region:
- a) stores
 - b) courses
 - c) issues
 - d) plans
20. Making a presentation, state your name and job:
- a) sphere
 - b) occupation
 - c) title
 - d) field
21. While making a presentation, try not tothings:
- a) quicken
 - b) rush
 - c) slow down
 - d) accelerate
22. While making a presentation, important information in each section:
- a) cross out
 - b) ignore
 - c) neglect
 - d) highlight
23. We look forward seeing you at this event:
- a) to
 - b) at
 - c) in
 - d) for
24. Please your attendance by Thursday 10th September.
- a) prove
 - b) confirm
 - c) inform
 - d) deny
25. Karla Lansing has agreed to talk to us about theof street art in marketing today:
- a) impact

- b) innovation
 - c) implication
 - d) inclusion
26. Read the replythe invitation in Exercise 1.
- a) in
 - b) for
 - c) to
 - d) of
27. Quality should be your number one
- a) case
 - b) privacy
 - c) perspective
 - d) priority
28. Maybe it would be better for you to just focusMexico?
- a) on
 - b) in
 - c) to
 - d) at
29. Who would you expect to you strong advice?
- a) provide
 - b) give
 - c) serve
 - d) present
30. You need toin touch with Dan.
- a) take
 - b) keep
 - c) start
 - d) give
31. How many hotels has Bulgari so far?
- a) started
 - b) formed
 - c) established
 - d) launched
32. Asian brands have started to appear in US shops.
- a) while
 - b) as well as
 - c) recently
 - d) now
33. Chinese customers have started to combine holidays abroad with shopping expeditions.
- a) but
 - b) as well as
 - c) in recent years
 - d) while

34. The writer thinks that the new Asian brands will soon become as successful as Western brands Chanel.
- a) as
 - b) like
 - c) that
 - d) than
35.the global luxury industry previously moved only in one directions, Chinese customers now go on shopping trips in the West.
- a) so
 - b) however
 - c) although
 - d) recently
- 36....., other popular shopping destinations also include London and New York, as well as Japan and South Korea.
- a) so
 - b) however
 - c) recently
 - d) although
37. Examples of luxury goods that are popular in asia include,....., handbags and watches.
- a) recently
 - b) as well as
 - c) also
 - d) for instance
38. So, where are wealthy Chinese millennials going?, France is the top holiday destination.
- a) as well as
 - b) to start with
 - c) then
 - d) although
39.they are expensive, do you like to buy designer labels?
- a) also
 - b) although
 - c) first of all
 - d) for instance
40. Which brand are popular with your generation your parents' generation?
- a) also
 - b) although
 - c) as well as
 - d) besides
41. When it comes to luxury goods,clothing, jewellery or shoes, what's the most expensive item you have ever bought?
- a) also
 - b) although

- c) first of all
 - d) for instance
42. What advice did Matt give Stefanie in each videoworking with Dan?
- a) on
 - b) about
 - c) in
 - d) of
43. What can we learn from these experiencesoffering advice and support to colleagues in international teams?
- a) on
 - b) about
 - c) in
 - d) of
44. What advice and/or support would help the team to beeffective?
- a) even more
 - b) far
 - c) even much
 - d) much
45. I haven't taken any timework in the last six months.
- a) in
 - b) at
 - c) off
 - d) on
46. I'm worried that I mightmy test.
- a) scrape through
 - b) sit
 - c) pass
 - d) fail
47. Whoto use stronger advice structures?
- a) suggested
 - b) found
 - c) preferred
 - d) had
48. Making a presentationa foreign language is for many people one of the most terrifying things they have to do at work.
- a) at
 - b) in
 - c) on
 - d) with
49. If you have any questions,free to ask.
- a) be
 - b) feel
 - c) get
 - d) allow

50. Thank you very much for listening. And I willover to Pall to tell you something about products and services.
- a) make
 - b) turn
 - c) hand
 - d) take

Unit 3. Job-hunting

1. A character is:
 - a) personality
 - b) someone who is looking for a job
 - c) an idea that is used so much that it isn't effective, or it doesn't have much meaning any longer
 - d) a person or company that pays people to work for them
2. An employer is:
 - a) personality
 - b) someone who is looking for a job
 - c) an idea that is used so much that it isn't effective, or it doesn't have much meaning any longer
 - d) a person or company that pays people to work for them
3. A CV is:
 - a) someone who is looking for a job
 - b) personality
 - c) curriculum vitae
 - d) a person or company that pays people to work for them
4. A jobseeker is:
 - a) personality
 - b) someone who is looking for a job
 - c) an idea that is used so much that it isn't effective, or it doesn't have much meaning any longer
 - d) a person or company that pays people to work for them
5. An internship is:
 - a) when a student or graduate works for a short time to get experience
 - b) someone who is looking for a job
 - c) personality
 - d) successful deal with a problem or difficult situation
6. A cliché is:
 - a) be very easy to see or notice
 - b) an idea that is used so much that it isn't effective, or it doesn't have much meaning any longer
 - c) curriculum vitae
 - d) personality
7. *To gain (formal), e.g. experience* means:
 - a) be important or useful
 - b) make a formal, usually written, request especially for a job or university place
 - c) get or obtain
 - d) successfully deal with a problem or difficult situation
8. *To be of value to* means:
 - a) be very easy to see or notice
 - b) be important or useful

- c) get or obtain
 - d) be easy to understand or know how to communicate effectively
9. *To apply for* means:
- a) make a formal, usually written, request especially for a job or university place
 - b) an idea that is used so much that it isn't effective, or it doesn't have much meaning any longer
 - c) successfully deal with a problem or difficult situation
 - d) be very easy to see or notice
10. *To sort out* means:
- a) make a formal, usually written, request especially for a job or university place
 - b) an idea that is used so much that it isn't effective, or it doesn't have much meaning any longer
 - c) successfully deal with a problem or difficult situation
 - d) be very easy to see or notice
11. *To come across well* means:
- a) be very easy to see or notice
 - b) be important or useful
 - c) get or obtain
 - d) be easy to understand or know how to communicate effectively
12. *To stand out from* means:
- a) be important or useful
 - b) be easy to understand or know how to communicate effectively
 - c) get or obtain
 - d) be very easy to see or notice
13. Graduate CVs make the same _____ over and over again.
- a) mistakes
 - b) remarks
 - c) notices
 - d) experience
14. They used clichéd _____.
- a) candidates
 - b) language
 - c) motivation
 - d) opportunities
15. I would very much appreciate the _____ of an interview.
- a) motivate
 - b) value
 - c) experience
 - d) opportunity
16. I can be of _____ to your company.
- a) motivation
 - b) opportunity
 - c) value
 - d) role

17. If you use the same language as everyone else, all that shows is that you are exactly the same as every other _____ .
- role
 - candidate
 - value
 - language
18. Do you have a _____ in business studies or sports education?
- degree
 - competition
 - motivation
 - passion
19. Are you _____ ?
- competitive
 - competition
 - motivation
 - communication
20. Are you looking for an internship with a dynamic, international _____ ?
- employee
 - employer
 - recruiter
 - recruitment
21. At Surf Technologies we need graduates who are highly _____ .
- motivation
 - motivated
 - flexibility
 - interviewed
22. You must be prepared to learn quickly about the latest trends in surfing and you will be _____ for selling to key clients.
- competitive
 - responsible
 - motivated
 - passionate
23. Surfing Technologies are based in Sydney and we have a proven track record in offering our successful _____ an exciting carrier.
- interns
 - internship
 - recruiters
 - boss
24. No previous experience is required and working hours are _____ .
- passionate
 - motivated
 - flexible
 - flexibility
25. If you think you have the necessary _____ for surfing, please send your CV.

- a) skillful
 - b) skills
 - c) flexibility
 - d) employment
26. Send your CV with a covering letter to our Head of _____ at hr@surftechnologies.au.
- a) recruiter
 - b) recruitment
 - c) department
 - d) company
27. Successful candidates will be called for an _____ .
- a) interviewer
 - b) interview
 - c) talk
 - d) chat
28. We are not looking for _____ expressions in the CVs, but for real creativity.
- a) clichéd
 - b) expressive
 - c) emotional
 - d) confusing
29. Formal word for “job”:
- a) position
 - b) task
 - c) occupation
 - d) recruitment
30. Someone in the company who is involved in employing new staff:
- a) boss
 - b) an accountant
 - c) manager
 - d) recruiter
31. Please find _____ my CV in response to the above vacancy as advertised on your website.
- a) asset
 - b) grateful
 - c) attached
 - d) organized
32. I’m writing to apply for the _____ of manager.
- a) interview
 - b) vacancy
 - c) post
 - d) job
33. I have six years _____ in sales.
- a) promotion
 - b) motivation

- c) experience
 - d) asset
34. I would be _____ to have an opportunity of an interview.
- a) grateful
 - b) pleased
 - c) sincere
 - d) thankful
35. I'd like to _____ for the post of a manger.
- a) taken
 - b) confident
 - c) considered
 - d) experienced
36. I feel that my experience will be a valuable _____ to your company.
- a) asset
 - b) experience
 - c) motivation
 - d) degree
37. I have proved to be a capable manager often _____ performance targets set.
- a) promoting
 - b) selling
 - c) exceeding
 - d) proceeding
38. As you will see from my _____, I have a first class degree in Sales.
- a) cover letter
 - b) CV
 - c) notes
 - d) information
39. How would you _____ our customer service?
- a) decrease
 - b) develop
 - c) improve
 - d) understand
40. So, aren't you interested in selling your _____ of the business?
- a) part
 - b) component
 - c) share
 - d) division
41. There are a lot of candidates for the manager's job. People know we are good _____.
- a) employees
 - b) sales managers
 - c) HR managers
 - d) employers
42. We will be looking for people who _____ the crowd.
- a) stand out from

- b) come across well
 - c) be value of
 - d) differentiate
43. A self-starter has to have the _____ to succeed.
- a) responsibility
 - b) motivation
 - c) motivate
 - d) responsible
44. The combination of qualities that makes someone a particular type of person:
- a) jobseeker
 - b) intern
 - c) character
 - d) employee
45. Don't lie. _____ will check.
- a) people
 - b) employers
 - c) sales managers
 - d) editors
46. Are you _____ to travel?
- a) willing
 - b) want
 - c) do
 - d) need
47. In a company you must be a _____.
- a) motivation
 - b) player
 - c) team player
 - d) loser
48. Used to describe a person or plan that can change or be changed easily to suit any new situation:
- a) flexible
 - b) responsible
 - c) eager
 - d) motivated
49. An ability to do something well, especially because you have learned and practiced it:
- a) communication
 - b) motivation
 - c) understanding
 - d) skill
50. What do you think your main _____ is?
- a) weak
 - b) weakness
 - c) lack
 - d) chance

Unit 4. Business Strategy

1. The real problem is a lack of languagehere in the company.
 - a) work
 - b) competence
 - c) communication
 - d) use
2. The Kraft Heinz company based in the USA is a majorin the food industry:
 - a) player
 - b) hero
 - c) character
 - d) personality
3. The profitis the amount of money the company makes from every unit of sales:
 - a) bid
 - b) margin
 - c) player
 - d) gap
4. In the first decade of the 21st century Kraft'swas poor:
 - a) work
 - b) performance
 - c) acting
 - d) employer
5. It was seeing demandprocessed food and drinks decline.
 - a) in
 - b) at
 - c) for
 - d) with
6. The company was missing opportunities in fast-growingmarkets around the world:
 - a) production
 - b) emerging
 - c) forming
 - d) work
7. Isin the food manufacturing industry inevitable?
 - a) unity
 - b) congregation
 - c) consolidation
 - d) concession
8. Heinz was considered more innovative in its development of new product
 - a) issues
 - b) aspects

- c) lines
 - d) variants
9. It started with a takeover.....for the chocolate maker Cadbury.
- a) bid
 - b) consolidation
 - c) work
 - d) unity
10. The company's third problem was its high
- a) salaries
 - b) profits
 - c) expenses
 - d) costs
11. There is a critical need tothe problem of piracy with a multifaceted approach.
- a) cope
 - b) deal
 - c) tackle
 - d) succeed
12. This shows that many French companies miss their
- a) opportunities
 - b) work
 - c) perspectives
 - d) reputation
13. The contractor will want to make a profit and this will add to the cost of the project.
- a) work
 - b) profit
 - c) change
 - d) deal
14. These systems have enabled users to improve yield and dramatically costs.
- a) make
 - b) waste
 - c) spend
 - d) cut
15. DHL in-plant services help you cut costs, productivity, and get the best out of your most valuable resource: your people.
- a) lower
 - b) rise
 - c) increase
 - d) save
16. I trust that after these deliberations we can come with a plan for the way forward.
- a) in
 - b) up

- c) to
 - d) onto
17. The United Nations should not spare efforts or risks by undertaking short-term programmes.
- a) make
 - b) work
 - c) take
 - d) do
18. The company is planning an for next year.
- a) extension
 - b) expansion
 - c) acquisition
 - d) acceleration
19.technologies are used in many industries.
- a) innovate
 - b) innovation
 - c) innovative
 - d) innovatively
20. The investments turned out to be really
- a) profit
 - b) profitable
 - c) profiting
 - d) profitably
21. If I do everything right, I will
- a) success
 - b) succeed
 - c) successful
 - d) successfully
22. Industrial products prices keep markets from their growth.
- a) growing
 - b) challenging
 - c) emerging
 - d) constructing
23. This is an important milestone in the history of the company.
- a) merge
 - b) merger
 - c) merging
 - d) merged
24. The purpose behind the of grid facilities is to increase their value through more efficient management.
- a) takeover
 - b) takeon
 - c) takeback
 - d) takeaway
25. The aim was to protect children from any situation.

- a) risked
 - b) rescue
 - c) rescued
 - d) risky
26. Poor countries are faced with many development priorities.
- a) compete
 - b) competed
 - c) competitive
 - d) competing
27. The five-year period 1985-1989 was characterized by a phase of growth and massive inflow of foreign capital.
- a) expanded
 - b) expansive
 - c) expended
 - d) expand
28. It's a legal requirement to pay 32 percent corporate in this country.
- a) duty
 - b) tax
 - c) penalty
 - d) fine
29. In a PEST analysis it's not necessary to look at all, just the most relevant ones.
- a) factors
 - b) points
 - c) elements
 - d) issues
30. Experts recommend all businesses have a social media
- a) work
 - b) perspective
 - c) strategy
 - d) plan
31. It's not a good idea to leave strategic to senior managers only.
- a) element
 - b) aspect
 - c) planning
 - d) vision
32. Jim, as it is your first day, I'll tell you about company.....
- a) policy
 - b) politics
 - c) politic
 - d) police
33. I strongly recommend we emerging technologies more closely.
- a) predict
 - b) anticipate
 - c) expect

- d) evaluate
34. How much tax do companies have to pay in your country?
- a) company
 - b) work
 - c) corporate
 - d) organization.
35. Decide which of the factors already listed are most
- a) correct
 - b) relevant
 - c) real
 - d) true
36. In indirect cultures, the focus is more on.....
- a) facts
 - b) details
 - c) feelings
 - d) things
37. In direct cultures, the focus is more on.....
- a) facts
 - b) details
 - c) feelings
 - d) things
38. What is Matt unsure following the advice?
- a) in
 - b) on
 - c) at
 - d) about
39. Do you agree that project leaders need topeople hard to make projects work?
- a) push
 - b) pull
 - c) pick
 - d) pinch
40. Matt takes Jack's advice to communicate directly with his colleague andhim about the problems with his side of the project.
- a) contrast
 - b) comprise
 - c) confront
 - d) contract
41. Matt follows histo be supportive and communicate indirectly with John.
- a) thoughts
 - b) instincts
 - c) ideas
 - d) temperament
42. How many weeks has the project been

- a) worked
 - b) done
 - c) delayed
 - d) rescheduled?
43. Howdo you agree with these points?
- a) close
 - b) well
 - c) good
 - d) far
44. Is there anysupport from our side which can help?
- a) close
 - b) further
 - c) distant
 - d) distance
45. Let me give you awith that.
- a) hand
 - b) word
 - c) sentence
 - d) work
46. This focuses people on the need to find.....urgently.
- a) key
 - b) reply
 - c) solutions
 - d) view
47. Give positiveon all ideas.
- a) feedback
 - b) slash
 - c) focus
 - d) emphasis
48. Take time to who will do what and by when.
- a) give
 - b) answer
 - c) reply
 - d) confirm
49. He has called a meeting with his sales team to discuss a(n).....
problem.
- a) active
 - b) this
 - c) urgent
 - d) past
50. Then I think we need to look atas a quick solution.
- a) perspective
 - b) concentration
 - c) recruitment
 - d) rejection

Unit 5. Logistics

1. Why do you think _____ like Amazon are successful?
 - a) retailers
 - b) shops
 - c) sites
 - d) companies
2. How would you feel about having your goods _____ by a robot or drone?
 - a) sent
 - b) delivered
 - c) bought
 - d) offered
3. Do consumers prefer to buy _____ instead of shopping in physical stores in your country?
 - a) offline
 - b) in a shop
 - c) virtually
 - d) online
4. Consumers enjoy the _____ of having goods delivered to their homes.
 - a) convenience
 - b) speed
 - c) transport
 - d) couriers
5. Of course customers are not always _____ to receive their package.
 - a) in the street
 - b) in the office
 - c) at home
 - d) at the beach
6. Customers can pick up the packages at any time by entering a pin _____.
 - a) digital
 - b) pin
 - c) password
 - d) puck
7. This robot has been _____ to deliver packages.
 - a) made
 - b) created
 - c) designed
 - d) set
8. Customers can arrange to collect their goods from the robot via a mobile _____.
 - a) app
 - b) phone
 - c) vehicle
 - d) security

9. Some companies are also considering using _____ to transport goods to customers.
- people
 - children
 - drones
 - carriages
10. Lorries lead cars in the technology _____ .
- race
 - running
 - jogging
 - competition
11. Why are software companies taking a(n) _____ in buses and lorries?
- look
 - interest
 - passion
 - part
12. With _____ technology, drivers can be given new tasks to plan routes or process shipping documents.
- self-made
 - self-mastered
 - self-driving
 - self-developed
13. It is _____ with drones to be used for the last mile of deliveries.
- made
 - equipped
 - observed
 - shown
14. In the last few years, self-driving systems for lorries and buses _____.
- have been developed
 - were developed
 - are developed
 - are being developed
15. Logistics and new technologies _____ at the commercial vehicles trade show earlier this year.
- have been talked about
 - have been talking about
 - have talked about
 - talked about
16. A self-driving lorry _____ by ZF, the German car parts maker.
- designed
 - has already been designed
 - is designing
 - was designing
17. We _____ 30 dishwashers for our hotel group last week.
- arranged

- b) ordered
 - c) damaged
 - d) injured
18. The equipment would be _____ yesterday.
- a) delivered
 - b) carried
 - c) brought
 - d) damaged
19. Although you indicated that this might be difficult, you _____ us that you could manage it.
- a) assumed
 - b) assured
 - c) arranged
 - d) forced
20. However, only 10 machines arrived and, of those, two were _____ and one did not work at all.
- a) damaged
 - b) injured
 - c) hurt
 - d) bitten
21. We tried to contact you several times but your customer service department did not answer our _____.
- a) calls
 - b) rings
 - c) chats
 - d) communication
22. We look forward to receiving your _____ response.
- a) punctual
 - b) prompt
 - c) definite
 - d) short
23. Despite sending you several emails asking you to contact us, so far we have had no _____ from you.
- a) answer
 - b) response
 - c) call
 - d) message
24. We look forward to _____ the correct goods as soon as possible.
- a) getting
 - b) calling
 - c) receiving
 - d) delivering
25. Goods may be delivered by the national post _____ or by courier companies.
- a) company
 - b) office

- c) headquarters
 - d) army
26. In terms of _____, I am concerned that we may not finish this before Phase 2.
- a) work
 - b) job
 - c) deadline
 - d) project
27. I have put two new people into the team to help with this, but this will _____ project costs.
- a) decrease
 - b) increase
 - c) improve
 - d) disagree
28. Can we discuss the project timing and find a way to _____ by one week?
- a) postpone
 - b) delay
 - c) wait
 - d) catch up
29. It will give us the time we need to get things back on _____ ?
- a) way
 - b) route
 - c) road
 - d) track
30. The problems are highly complex and taking much more time than _____ to handle.
- a) expected
 - b) awaited
 - c) thought
 - d) discussed
31. _____ on Britain's roads is a real problem.
- a) Congestion
 - b) Concern
 - c) Compliance
 - d) Contest
32. Companies are dipping their toes into more innovative ways of delivering goods, like _____ which can transport goods more quickly than by road.
- a) couriers
 - b) suppliers
 - c) chains
 - d) drones
33. Drones reduce the number of _____ goods in transit.
- a) packaged
 - b) damaged
 - c) delivered

- d) self-made
34. This is good news for _____ who often have to foot the bill to replace items.
- a) packers
 - b) workers
 - c) retailers
 - d) managers
35. However, drones can only carry small items; large _____ still have to be transported by road.
- a) packages
 - b) distribution
 - c) retails
 - d) sales
36. To come to a particular place in order to take something away:
- a) collect
 - b) operate
 - c) transport
 - d) distribute
37. To use and control a machine or equipment:
- a) collect
 - b) operate
 - c) transport
 - d) distribute
38. A way of thinking about something that seems correct and reasonable:
- a) logic
 - b) distribution
 - c) operation
 - d) collection
39. The act of bringing goods, letters, etc. to a particular person:
- a) collect
 - b) operate
 - c) transport
 - d) delivery
40. A system or method for carrying passengers or goods from one place to another:
- a) delivery
 - b) drone
 - c) courier
 - d) transport
41. To start using computers and machines to do a job, rather than people:
- a) automate
 - b) manufacture
 - c) distribute
 - d) deliver
42. To supply goods to shops and companies so that they can sell them:
- a) automate

- b) manufacture
 - c) distribute
 - d) deliver
43. To use machines to make goods or materials, usually in large numbers or amounts:
- a) automate
 - b) manufacture
 - c) distribute
 - d) deliver
44. To study of how robots are made or used:
- a) automate
 - b) robotics
 - c) manufacture
 - d) deliver
45. The packages _____ onto the van.
- a) have loaded
 - b) loaded
 - c) have already been loaded
 - d) have already loaded
46. The email _____ to the client.
- a) have been sent
 - b) was sent
 - c) has been sent
 - d) sent
47. The report _____ by me the next morning.
- a) will be presented
 - b) will presented
 - c) presented
 - d) has been presented
48. Will the project _____ on Sunday?
- a) finished
 - b) be finished
 - c) has been finished
 - d) has finished
49. A(n) _____ event took place in Cambridge today.
- a) exciting
 - b) picturesque
 - c) beautiful
 - d) handsome
50. _____ discuss today is the distribution center update.
- a) My proposal would be
 - b) I'd like to hear
 - c) What I'd like to
 - d) Just to clarify

Unit 6. Entrepreneurs

1. what circumstances would you start a business?
 - a) in
 - b) at
 - c) under
 - d) on
2. What are the three biggest attractions and disadvantages ofyour own business?
 - a) having
 - b) doing
 - c) running
 - d) ruling
3. How will he the success of his company?
 - a) check
 - b) change
 - c) diagnose
 - d) measure
4. We made a turnover of 14 million dollars. The first actually was through
 - a) crowddonating
 - b) crowdgiving
 - c) crowdfunding
 - d) crowdsharing
5. Half of all start-ups in the UKbusiness withing five years.
 - a) take in
 - b) go out of
 - c) go back
 - d) take back from
6. A company's target is the customers that the product or service is aimed at.
 - a) place
 - b) service
 - c) point
 - d) market
7. A is someone who gives new businesses money, often in exchange for a share of the company.
 - a) business donator
 - b) business angel
 - c) business worker
 - d) business money bank
8. Money that is provided by an organization for a particular purpose is
 - a) income
 - b) profit
 - c) benefit

- d) funding
9. What are some of the difficulties of the fastof a start-up like Fairphone?
- a) grow
 - b) growing
 - c) growth
 - d) grew
10. Do you thinktalent is unique to some people?
- a) entrepreneurial
 - b) entrepreneur
 - c) entrepreneuree
 - d) entrepreneurance
11. Decide what types of might be interested in buying your products.
- a) customers
 - b) servants
 - c) workers
 - d) employees
12. How will you get financialfor your project?
- a) money
 - b) backing
 - c) profiting
 - d) income
13. Someone who has a lot of ability and a strong wish to be successful and is therefore expected to achieve a lot is called:
- a) highjacker
 - b) highgoer
 - c) highflyer
 - d) highswimmer
14. Why do you think someone might decide to leave auniversity to start a business?
- a) well-known
 - b) reliable
 - c) fashionable
 - d) prestigious
15. Which market does your company operate?
- a) at
 - b) in
 - c) on
 - d) within
16. The fact of reaching, stretching, or continuing is:
- a) extension
 - b) evaluation
 - c) exaggeration
 - d) assessment

17. Do you think Paula's natural influencing will be successful with Paul?
- a) tone
 - b) genre
 - c) style
 - d) mode
18. I think the best thing is tothe product this month.
- a) initiate
 - b) launch
 - c) begin
 - d) establish
19. There are two influencing styles known as:
- a) to and from
 - b) pro and con
 - c) go and fetch
 - d) push and pull
20. Jane tries to the deal by highlighting the strengths of the offer.
- a) close
 - b) shut
 - c) cease
 - d) slam
21. Why don't you think the finances will work?
- a) in
 - b) on
 - c) at
 - d) out
22. Is the order interest-.....?
- a) bound
 - b) free
 - c) full
 - d) proof
23. You can pay into spread the cost.
- a) payments
 - b) cheque
 - c) card
 - d) instalments
24. We appreciate that this product is top of the
- a) variety
 - b) range
 - c) price
 - d) demand
25. If we agree on this question, do we have a?
- a) work
 - b) vision
 - c) view

- d) deal
26. Does that your concerns?
- a) address
 - b) bother
 - c) disturb
 - d) doubt
27. A board standing on legs with large pieces of paper attached to the top that can be turned over is called:
- a) flip up
 - b) flip board
 - c) flip chart
 - d) flip on
28. The amount of money that a company brings in over a year is called:
- a) annual revenue
 - b) annual benefit
 - c) annual income
 - d) annual bonus
29. The amount of spending money people have available after they have paid taxes.
- a) disposable benefit
 - b) disposable credit
 - c) disposable bonus
 - d) disposable income
30. An amount of money that is borrowed is called:
- a) a loan
 - b) a bonus
 - c) a benefit
 - d) an income
31. An increase in demand for a product or service is called:
- a) a forecast
 - b) a market growth
 - c) a target market
 - d) a stock level
32. A financial calculation about a future trend is called:
- a) a forecast
 - b) a market growth
 - c) a target market
 - d) a stock level
33. The expected future sales of a product are called:
- a) projected sales
 - b) revenues
 - c) projected market
 - d) forecasts
34. The quantity of products kept in a shop or warehouse is called:
- a) a target market
 - b) a stock level

- c) a market growth
 - d) a forecast
35. Is the mobile sector growing or slowing
- a) up
 - b) down
 - c) in
 - d) out
36. A particular section of the population is called:
- a) an average person
 - b) an individual
 - c) a civilian
 - d) a demographic
37. A picture that shows how two sets of information or variables are related, usually by lines or curves, is called a(n):
- a) pie
 - b) graph
 - c) chart
 - d) slide
38. A drawing that shows information in a simple way, often using lines and curves to show amounts is called a(n):
- a) pie
 - b) graph
 - c) chart
 - d) slide
39. A mathematical picture in which different amounts are represented by thin vertical or horizontal rectangles that have the same width but different heights or lengths is called a(n):
- a) graph
 - b) pie chart
 - c) bar chart
 - d) slide
40. Your company is growing and you want to buy more stock tothe demand:
- a) move
 - b) meet
 - c) approach
 - d) close
41. A way of showing information about how a total amount is divided up, consisting of a circle that is divided from its centre into several parts is called a(n):
- a) graph
 - b) pie chart
 - c) bar chart
 - d) slide
42. One of the screens in a presentation (= a talk that uses images and texts to give information) created on a computer is a(n):
- a) graph

- b) pie chart
 - c) bar chart
 - d) slide
43. Setting up your own business is different for everyone but there are somepoints you need to focus on.
- a) famous
 - b) fashionable
 - c) common
 - d) trendy
44. Once you know that you love the product,as extensive market research as you can.
- a) work
 - b) search
 - c) produce
 - d) conduct
45. Another vital thing is to.....your finances carefully.
- a) work
 - b) steer
 - c) manage
 - d) ignore
46. If you end up working with large retailers, don't let them beat you down
- a) in
 - b) on
 - c) at
 - d) through
47. When you know what pricefor you, stick to it.
- a) serves
 - b) works
 - c) gets
 - d) brings
48. Furthermore, the frightening thing is that suddenly you become a leader and managing a company and itsis not easy.
- a) employees
 - b) personnel
 - c) stuff
 - d) servants
49. When you have been the only one responsible for everything for so long, I think this is the hardest thing to do -it over to others.
- a) giving
 - b) sending
 - c) serving
 - d) handing
50. You can see the stock levels we have and our forecast for the nextyear.
- a) quarter
 - b) quarterly

- c) quartering
- d) quartery

Unit 7. Working Abroad

1. I thought I was very **fluent in** English when I, you know, when I lived at home.
 - a) speak with a native accent
 - b) speak a language very well
 - c) speak fast
 - d) speak calm
2. But initially they are a bit more reserved, so don't **be put off** by that.
 - a) make it difficult for someone to pay attention
 - b) arrange to do something later
 - c) get demotivated
 - d) move in a particular direction
3. But then when you actually come to live here, you realize the **nuances** and phrases that you don't know.
 - a) slight differences in manner
 - b) slight differences in color
 - c) slight differences in meaning
 - d) slight differences in style
4. The use of "thank you" and "please" – it's probably less **widely used**.
 - a) common or usual
 - b) popular or well-known
 - c) to be found everywhere
 - d) famous
5. You always lunch with someone – you never have your lunch alone.
 - a) feeling unhappy or lonely
 - b) without people you know
 - c) without help from anyone else
 - d) feeling disappointed
6. You might be a little bit shocked that the Poles **tend to** be more abrupt.
 - a) have a tendency to (*come across*)
 - b) be always annoying
 - c) move in a particular direction
 - d) easy for people to understand
7. People in our culture _____ as quite friendly and communicative when you first meet them.
 - a) easy for people to understand
 - b) meet or find by chance
 - c) seem to have particular qualities
 - d) go straight
8. You should always be _____ and generous with visitors. And we expect to be treated the same way when we go abroad.
 - a) reserved
 - b) direct
 - c) sociable

- d) informal
9. It is common to say what you think with the people in my country. If you are too _____, people won't understand.
- a) kind
 - b) informal
 - c) impolite
 - d) honest
10. People here tend to be very understanding and _____ if you have a language problem.
- a) helpful
 - b) honest
 - c) direct
 - d) reserved
11. When I was working abroad, some people were rude to me because I didn't speak English fluently at first – that was mean and _____.
- a) direct
 - b) reserved
 - c) unkind
 - d) helpful
12. It is very important to be _____ to managers and those in authority.
- a) honest
 - b) respectful
 - c) informal
 - d) direct
13. Not respecting people is considered very _____ in my country.
- a) impolite
 - b) honest
 - c) reserved
 - d) unkind
14. How important is it in your culture to create _____ before a business meeting?
- a) a tasty cup of coffee
 - b) a good atmosphere
 - c) tension
 - d) misunderstanding
15. "Loss of face" means:
- a) greeting someone
 - b) praying someone
 - c) embarrassing someone or offending
 - d) loving someone
16. When I _____ into the office, I _____ surprised to see a shrine.
- a) went; was
 - b) gone; am
 - c) went; am
 - d) gone; was

17. While I _____ in Kenya, I _____ that optimism is highly valued in Kenyan society.
- lived; was discovering
 - lived; discovered
 - was living; discovered
 - was living; was discovering
18. Later, they _____ that they couldn't meet the deadline, even if they _____ previously _____ to it.
- were admitting; have agreed
 - admitted; were agreeing
 - had admitted; agreed
 - admitted; had agreed
19. You _____ in the meeting yesterday, _____ you?
- were; were
 - were not; were
 - was; was
 - had been; were
20. While I _____ around India, complete strangers often _____ me personal questions.
- was travelling; asked
 - travelled; were asking
 - had travelled; asked
 - have traveled; have asked
21. When I first _____ this international company, I _____ adapt to the time differences.
- joining; could
 - joined; can
 - join; couldn't
 - joined; couldn't
22. People who respect deadlines show both commitment and _____ .
- competence
 - congestion
 - conquering
 - conversion
23. Deadlines are useful to keep people _____ .
- stressed
 - focused
 - disorganized
 - lazy
24. Its important to have _____ . This means its important to act as a group and have a discussion before decisions are made.
- discussion
 - consensus
 - quarrel
 - meeting

25. It's important to be _____. If the group can't reach a decision, then the person responsible should make one, based on the information available.
- troublesome
 - decisive
 - bossy
 - reserved
26. I'm not _____ booking the same hotel again. The catering was terrible.
- preferred
 - want
 - keen on
 - happy to
27. I'd prefer if we _____ somewhere closer to the city center.
- choose
 - chosen
 - had chosen
 - chose
28. If it _____ up to me, I _____ the whole event. It's such a headache to organize.
- is; will cancel
 - were; would cancel
 - had been; would have cancelled
 - was; cancel
29. People _____ going to a hotel further away if it has good public transport links.
- refer
 - are keen on
 - are up to
 - don't mind
30. Don't worry! I'm _____ some research.
- happy to do
 - happy to make
 - eager
 - willing
31. Recently, it has become _____ that staff need to be trained in cross-cultural working.
- advisable
 - suggested
 - obvious
 - ought to
32. For these projects to be most effective, it is _____ that everyone is aware of the cultural background of each team member.
- obvious
 - suggested
 - advisable
 - recommended

33. If people are not familiar with the differences, then cultural problems will become more _____.
- a) complex
 - b) complicated
 - c) worried
 - d) troublesome
34. One advice is to have drone _____.
- a) suppliers
 - b) couriers
 - c) deliveries
 - d) packing
35. It takes time for language learners to understand the _____ of a new language.
- a) dialect
 - b) nuances
 - c) fluency
 - d) melody
36. Although I know a little Spanish, I am not _____ yet.
- a) comprehensive
 - b) knowledgeable
 - c) fluent
 - d) quick
37. Some people _____ as disagreeable, but actually, they are nice when you get to know them.
- a) tend to be
 - b) come across
 - c) are seen
 - d) are thought
38. People often have to travel _____ when they are away on business.
- a) by themselves
 - b) lonely
 - c) alone
 - d) without anyone
39. Phrase books are _____ by tourists travelling abroad.
- a) familiar
 - b) popular
 - c) famous
 - d) widely used
40. Last week we _____ the meeting in the main auditorium.
- a) held
 - b) were holding
 - c) have been holding
 - d) have held
41. When Amir _____ in Japan he suffered from culture shock at first.

- a) had taught
 - b) was teaching
 - c) had been teaching
 - d) taught
42. The best thing about working abroad is that I _____ about different cultures.
- a) learned
 - b) had been learning
 - c) had learned
 - d) learn
43. Heidi _____ in London when I first met her.
- a) studied
 - b) is studying
 - c) was studying
 - d) had studied
44. Consuela was excited, because she _____ to that part of the world before.
- a) didn't travel
 - b) hadn't travelled
 - c) hadn't been travelling
 - d) hasn't travelled
45. Mary _____ when she moved to the Dubai office.
- a) was lived
 - b) has lived
 - c) has been living
 - d) was already living
46. Gabriella _____ in many countries after joining the firm.
- a) worked
 - b) was working
 - c) had worked
 - d) has worked
47. The new manager is very _____ on the idea. He really likes it!
- a) prefer
 - b) keen
 - c) happy
 - d) sure
48. The CEO doesn't _____ helping after she's finished her work.
- a) mind
 - b) sure
 - c) happy
 - d) keen
49. Their preference _____ to expand to Shanghai.
- a) to be
 - b) is happy
 - c) is sure
 - d) is
50. They just want _____ sure that are no problems later on.

- a) making
- b) to make
- c) made
- d) have made

Unit 8. Leadership

1. Jess admits she feels intimidated by this challenge. She feels:
 - a) tired
 - b) frightened
 - c) angry
 - d) determined
2. You need toyour tasks, otherwise you are going to fail.
 - a) learn
 - b) change
 - c) delegate
 - d) emerge
3. As a team leader, Jess has to decisions.
 - a) make
 - b) solve
 - c) resolve
 - d) resume
4. You haveon too much responsibility.
 - a) returned
 - b) turned
 - c) taken
 - d) placed
5. To prioritize the tasks means:
 - a) to establish the tasks
 - b) to feel sure about them
 - c) to put them in order of importance
 - d) to deal successfully
6. If you need to deal successfully with failure, you need toit.
 - a) cope in
 - b) cope with
 - c) cope at
 - d) cope into
7. To be in charge of the department has the same meaning withit:
 - a) to have
 - b) to take up
 - c) to go through
 - d) to run
8. She wants toshort-term and long-term goals for her career.
 - a) start
 - b) cease
 - c) resume
 - d) establish
9. Wean effort, decisions, mistakes, people feel safe.
 - a) set

- b) make
 - c) run
 - d) give
10. Wean example, priorities, the tone.
- a) set
 - b) make
 - c) run
 - d) give
11. Tocollocates with “a crisis, stress, strong criticism”:
- a) set
 - b) make
 - c) to cope with
 - d) to run
12. Wea business, the country, a meeting, a team.
- a) set
 - b) make
 - c) run
 - d) give
13. Tocollocates with “your instincts, your team, each other”.
- a) set
 - b) make
 - c) trust
 - d) run
14. Weclear instructions, constructive feedback, praise.
- a) set
 - b) make
 - c) run
 - d) give
15. How can managers best give supporttheir staff?
- a) in
 - b) to
 - c) for
 - d) towards
16. It is important togood behavior:
- a) reward
 - b) compensate
 - c) reprimand
 - d) reject
17. The company seems to have a very old-fashioned.....
- a) mind
 - b) mindget
 - c) mindset
 - d) mindgo
18. A moment’swill show the stupidity of this argument.
- a) rejection

- b) reflection
 - c) reverse
 - d) return
19. She had greatwith people.
- a) pity
 - b) emphasis
 - c) empathy
 - d) interest
20. Children sometimes have strong.....
- a) decision
 - b) wish
 - c) wonder
 - d) will
21. It is relatively quick and easy to adapt a leader's mindsetbrain training.
- a) to
 - b) at
 - c) in
 - d) with
22. Neuroleadership, is based on research into the brain activity of leaders and potential leaders, is a fast-growing area.
- a) who
 - b) where
 - c) which
 - d) whose
23. We can workhow to change executives from one type to another.
- a) out
 - b) in
 - c) at
 - d) over
24. Neuroscience is reliable can teach us more about leadership.
- a) that
 - b) who
 - c) where
 - d) whose
25. Despite this, leaders shouldpositive, thorough scientific methods.
- a) chase
 - b) run after
 - c) follow
 - d) pursue
26. Why should companies be cautiousbrain training?
- a) at
 - b) of
 - c) about
 - d) in
27. Barack Obama,father was a Kenyan economist, was born in Hawaii.

- a) which
 - b) that
 - c) whose
 - d) where
28. Do you remember the dayyou first started at the company?
- a) when
 - b) where
 - c) that
 - d) which
29. Oxford University,27 British prime ministers were educated, has 38 colleges.
- a) when
 - b) where
 - c) which
 - d) that
30. My sister,.....works in Sales, used to be a professional basketball player.
- a) who
 - b) that
 - c) which
 - d) whom
31. Information or statements of opinion about something, such as a new product, that can tell you if it is successful or liked is called:
- a) empathy
 - b) sympathy
 - c) feedback
 - d) deadline
32., how successful do you think the feedback meeting was?
- a) however
 - b) as well as
 - c) moreover
 - d) overall
33. Which approach do you prefer whenor receiving feedback?
- a) taking
 - b) giving
 - c) returning
 - d) reversing
34. Do you actively ask for feedbackothers?
- a) –
 - b) at
 - c) about
 - d) from
35. I will certainlythat in mind.
- a) bear
 - b) have
 - c) store

- d) get
36. I'll take those comments into
- a) mind
 - b) account
 - c) bill
 - d) mindset
37. A new member of staff seems very shy and neverideas in meetings.
- a) takes
 - b) gives
 - c) contributes
 - d) feedbacks
38. Decisions should belater by individuals.
- a) given
 - b) made
 - c) prepared
 - d) worked out
39.action points to different people.
- a) give
 - b) appoint
 - c) assign
 - d) sign
40. I this meeting because I need your help to prepare the presentation.
- a) called
 - b) ordered
 - c) booked
 - d) reserved
41. Let's start byon our goal.
- a) thinking
 - b) focusing
 - c) solving
 - d) assigning
42. A list of matters to be discussed at a meeting is called a:
- a) deadline
 - b) plan
 - c) minutes
 - d) agenda
43. The written record of what was said at a meeting is called:
- a) deadline
 - b) plan
 - c) minutes
 - d) agenda
44. The market research results are nottoday's agenda.
- a) in
 - b) on

- c) at
 - d) about
45. You are going to take turns toa mini-meeting on one of the topics.
- a) have
 - b) hold
 - c) lead
 - d) plan
46. This is to inform you of the decisions.....at the meeting yesterday.
- a) got
 - b) reached
 - c) solved
 - d) gained
47. As I am retiring next year, I am pleased to announce that myhas been appointed.
- a) ancestor
 - b) predecessor
 - c) follower
 - d) successor
48. A company that is owned by a larger company is called:
- a) subsidiary
 - b) merger
 - c) congregation
 - d) corporation
49. The debate about the disconnect was lively, but finally we reached a.....:
- a) point
 - b) consensus
 - c) plan
 - d) destination
50. The final decision of the meeting was tothe decision taken last year to reduce the number of current managers.
- a) overgive
 - b) overturn
 - c) overdrive
 - d) overthrow

SOURCES

1. Cotton D. Market Leader: Business English Course Book. Intermediate / D. Cotton et al. – Pearson Longman, 3rd edition, 2010. – 160 p. - ISBN-13 : 978-1408236956.
2. Dubicka I. et al. Business Partner B1+. Coursebook / I. Dubicka et al. – Pearson Education Limited, 2018. – 160 p. - ISBN-10 : 1292233559.
3. O’Keefe M., Lansford L. Business Partner B1. Coursebook / M. O’Keefe, L. Lansford. - Pearson Education Limited, 2018. – ISBN-10 : 1292233540.
4. Robbins, S. Business Vocabulary in Practice : [textbook] / Sue Robbins ; Materials Bank by Sarah Horrod ; The University of Birmingham, Collins, Cobuild. – 1st ed. – [Glasgow] : HarperCollins Publishers, 2003. – 248 p.
5. Strutt, P. Business English Usage : [textbook] / Peter Strutt. – Harlow : Longman, 2003. – 321 p.
6. Trappe T., Tullis G. Intelligent Business: Coursebook / T. Trappe, G. Tullis. - Pearson Education Limited, 2018. – 176 p. - ISBN-13 : 978-0582847965.
7. АНГЛО-український словник з бізнесу / за ред. Н. М. Семко. – Л. : Оріяна-Нова, 2006. – 317 с.
8. Буданов С. І., Борисова А. О. Business English. Ділова англійська мова. 2-ге вид. – Харків: ТОРСІНГ ПЛЮС, 2006. – 128 с.
9. Воробйова, І. А. English in practice. Business economic course = Ділова англійська мова. Бізнес-курс з економіки : навч. посіб. для студ. вищ. навч. закл. / І. А. Воробйова ; М-во освіти і науки України, Рівнен. ін-т слов'янознавства Київ. славістич. ун-ту. – К. : Центр учб. л-ри, 2008. – 396 с.
10. Славова, Л. Л. Ділова англійська мова : навч. посіб. / Л. Л. Славова, Л. Ф. Соловійова ; М-во освіти і науки України, Житомир. держ. ун-т ім. І. Франка. – Житомир : ЖДУ ім. І. Франка, 2007. – 118 с.