

**Тестові завдання
з ділової іноземної мови**

Due to the fact that Business English is so important, companies require increasing numbers of their ... to have knowledge of this language.

employees
responsibility
service
returns

Leisure and sports are hastily growing ... industries.

employees
responsibility
service
returns

Surely, they will be able to receive good ... on their investments.

employees
responsibility
service
returns

This knowledge is no longer the preserve of people in positions of ... ; technicians who have to phone for support in another country and receptionists who receive foreign delegations also need to be able to do certain parts of their jobs in English.

employees
responsibility
service
returns

Companies therefore ... a proportion of their training budgets to business English courses.

allocate
decline
replace
extend

According to a recent BBC article, US economic, military and political dominance is likely to ... over the next two decades.

allocate
decline
replace

extend

Will this mean that another language will ... English as the new language of international business communication?

allocate
decline
replace
extend

To avoid any confusion during an introduction, always ... your hand when greeting someone.

allocate
decline
replace
extend

This more diverse ... has led to the development of training courses which specialise in exactly what the delegate needs to know in order to be able to function correctly at work.

demand
primordial
colloquial
communication-friendly

The ... objective of the business person using international business English is to communicate efficiently and effectively.

demand
primordial
colloquial
communication-friendly

Native speakers with their fast delivery, ... expressions and unclear pronunciation are feared in the business place as they have become the most difficult people to understand.

demand
primordial
colloquial
communication-friendly

The result of this is that native speakers may have to start learning how to speak a more ... form of their own language – i.e. international English.

demand
primordial
colloquial
communication-friendly

It is ... as Chinese, for example, is such a difficult language to learn and does not have the same world-wide spread as English.

improbable
emerging
prevalent
promotional

Another ... economy, India, already uses English substantially in everyday life.

improbable
emerging
prevalent
promotional

The result is that this standardised international version of English will become more and more ... in international business.

improbable
emerging
prevalent
promotional

Many sports shops are conducting a rather effective ... campaign for our running shoes these days.

improbable
emerging
prevalent
promotional

I am the director of Sport Way, a company which sells sports ...

goods
consumers
market
capital

In my opinion, businesses must understand the wants of ...

goods
consumers
market
capital

As a consequence, the ... for sports equipment is increasing.

goods
consumers
market
capital

I am also seeking businessmen to invest more ... in my company.

goods
consumers
market
capital

I believe that workers who are idlers should be ...

fired
limited
called
divided

Four pals, Adrian, Robert, Dave and Steve, have started a ... company in the USA.

fired
limited
called
divided

The company is ... ARDS Ltd.

fired
limited
called
divided

The company's capital is ... into 200 000 shares of 1 dollar each.
fired
limited
called
divided

Adrian, Robert, Dave and Steve perform as ... and investors.
shareholders
contribution
shares
interest

Adrian's ... was 110 000 dollars, the capital of Dave being 30 000 dollars.
shareholders
contribution
shares
interest

Robert owns 55% of the ...
shareholders
contribution
shares
interest

He is the majority shareholder and has a controlling ...
shareholders
contribution
shares
interest

15 dollars is the nominal ... of each share.
value
profit
property
raw materials

After a year, the company makes 30 000 dollars ...
value
profit

property
raw materials

Liquidation means that all the company's ... and equipment (its assets) must be sold and the money from the sale will be used to pay its debts to its creditors.

value
profit
property
raw materials

In order to produce more sports shoes, my factory requires more ...

value
profit
property
raw materials

If an enterprise is a ... limited company, a shareholder can only sell shares if all the other shareholders agree.

private
public
genderless
powerful

If an enterprise is a ... limited company, shares can be bought and sold freely, usually at a Stock Exchange.

private
public
genderless
powerful

Business etiquette is ...

private
public
genderless
powerful

The physical connection you make when shaking hands with someone can leave a ... impression.

private

public
genderless
powerful

When a limited company has started ..., people do not invest in shares by giving more capital to the company.

trading
dividends
price
liquidation

If the company is doing well and paying high ..., then you might pay more than the nominal value of the shares.

trading
dividends
price
liquidation

The ... you pay at the Stock Exchange (or to a shareholder) for your shares is their market value.

trading
dividends
price
liquidation

If the company fails, it will stop trading and go into ...

trading
dividends
price
liquidation

The shareholders' ... for debts is limited to the value of their shares.

liability
creditors
counterpart
nuances

On the other hand, if you are an owner of a business which is not limited, for example a sole proprietorship or a partnership and your business fails, in this case

you might have to sell your own private possessions to pay all your ...
liability
creditors
counterpart
nuances

What is the difference between the rising star whose career is picking up speed and his ... who cannot seem to get the engine to turn over?
liability
creditors
counterpart
nuances

The star has mastered the ... of business etiquette – the subtle but critical behaviours that can make or break an important meeting, influence a first impression or affect a potential client.
liability
creditors
counterpart
nuances

H. Klinkenberg, the director of Etiquette International, ... that the differences between business etiquette and social etiquette are quite simple.
considers
announces
received
equals

The company ... a dividend of 20 cents per share (40000 dollar profit – 200000 shares).
considers
announces
received
equals

Dave ... 6 000 dollars (30000 shares x 20 cents).
considers
announces
received
equals

Men and women are ... in the workplace.

considers
announces
received
equals

The traditional chivalrous etiquette of holding the door open for a woman is not necessary in the workplace and can even have the unintended effect of ... her.

offending
peers
respect
faux pas

In the work environment, men and women are ...

offending
peers
respect
faux pas

Your guiding principle should always be to treat people with consideration and

...

offending
peers
respect
faux pas

Omitting an introduction is a bigger ... than salvaging a botched introduction.

offending
peers
respect
faux pas

The ... way to make an introduction is to introduce a lower-ranking person to a higher-ranking person.

proper
assistant
encounter
statement

If your CEO is Mr. Gray and you are introducing administrative ... Maria Taylor to him, the correct introduction would be “Mr. Gray, I would like you to meet Maria Taylor.

proper
assistant
encounter
statement

A firm handshake made with direct eye contact sets the stage for a positive ...

proper
assistant
encounter
statement

If you forget a person’s name while making an introduction, do not panic and proceed with a ... such as: “I am sorry, your name has just slipped my mind”.

proper
assistant
encounter
statement

Employees are friends with people in other departments; your team regularly socializes outside of work; you receive thoughtful feedback from employees in surveys; people take pride in their workstations.

Team-first Corporate Culture
Elite Corporate Culture
Horizontal Corporate Culture
Conventional Corporate Culture

Employees aren’t afraid to question things that could be improved; employees make work their top priority, often working long hours; your top talent moves up the ranks quickly; you have many highly qualified job applicants to choose from.

Team-first Corporate Culture
Elite Corporate Culture
Horizontal Corporate Culture
Conventional Corporate Culture

Teammates discuss new product ideas in the break room; everybody does a little bit of everything; the CEO makes his or her own coffee; you still have to prove your product’s worth to critics.

Team-first Corporate Culture
Elite Corporate Culture
Horizontal Corporate Culture
Conventional Corporate Culture

There are strict guidelines for most departments and roles; people in different departments generally don't interact; major decisions are left up to the CEO; your company corners the market.

Team-first Corporate Culture
Elite Corporate Culture
Horizontal Corporate Culture
Conventional Corporate Culture

Employees talk openly about the competition and possible buyouts; your company has a high turnover rate; most of your funds come from advertisers, grants or donations; changes in the market are impacting your revenue.

Team-first Corporate Culture
Elite Corporate Culture
Horizontal Corporate Culture
Progressive Corporate Culture

Every organization, from small businesses to large ..., has a culture.
corporations
attitudes
values
performance

The culture refers to the values and ... of employees.
corporations
attitudes
values
performance

A healthy corporate culture ... each employee in the organization regardless of his job duties, which results in employees working as a team to meet the company's and their own personal needs.

corporations
attitudes
values
performance

Healthy corporate culture improves the ... of a business in a number of areas.

corporations
attitudes
values
performance

Worker ... has a high cost to a business, with increased costs for recruitment, hiring and training.

turnover
retain
attract
charge

A healthy corporate culture can help a company ... valuable employees and reduce human resources costs.

turnover
retain
attract
charge

Companies with a healthy corporate culture gain a positive reputation among potential workers, which may ... talented and skilled workers to the organization.

turnover
retain
attract
charge

In addition to attracting high-quality workers, a well-regarded business reputation allows the company to ... a higher price for products and services and increases the value of the company in the financial market.

turnover
retain
attract
charge

Workers with a positive attitude are ... to the organization, which reduces employee turnover.

loyal

undeniable
unhealthy
hostile

Poor internal communication serves as an ... sign of a negative culture.

loyal
undeniable
unhealthy
hostile

In a business with an ... culture employees act as individuals, performing their duties to meet their own needs, such as a paycheque or health benefits.

loyal
undeniable
unhealthy
hostile

Barricading yourself and hiding away from colleagues can be perceived as ... and even rude.

loyal
undeniable
unhealthy
hostile

In a company that values workers for their ... to the business, employees experience high morale and a positive attitude toward the organization.

contribution
scrutiny
shift
mayhem

Being under constant ... from management can create an atmosphere full of tension.

contribution
scrutiny
shift
mayhem

Gossiping makes a negative influence on the environment, causing a ... in the

culture, bullying and termination.

contribution

scrutiny

shift

mayhem

Interrupters talk louder than other people and they are known as bullies in the workplace, causing havoc and ...

contribution

scrutiny

shift

mayhem

When workers feel disrespected by their colleagues, they are less likely to perform well and in many cases workers ... from their positions, leading to internal tensions in the company.

resign

gossip

turnover

conduct

Office ... hurts people and leaves everyone becoming closed off and guarded.

resign

gossip

turnover

conduct

The effects which conflicts and a negative company culture can have can contribute to increased employee ... and decreased motivation.

resign

gossip

turnover

conduct

Customers may prefer to ... business with a business that has a solid corporate reputation as well.

resign

gossip

turnover

conduct

When a conflict is handled constructively, it can help people to stand up for themselves or others, and work together to ... a mutually satisfactory solution.

achieve
cause
agree
resume

If a conflict is handled poorly it can ... anger, hurt, divisiveness and more serious problems.

achieve
cause
agree
resume

A conflict is a normal, natural part of human relationships, because many people do not ... about everything all the time.

achieve
cause
agree
resume

She sent her ... to the largest telecommunications companies.

achieve
cause
agree
resume

In 2018 Margaret Pesch graduated from the university and gained a degree in telecommunications. But her first job hunting was very difficult. She searched all ... on the internet and in the newspapers.

job ads
applications
interview
recruit

Margaret made lots of ... to various companies to receive the job.

job ads
applications

interview
recruit

Most companies did not even invite Margaret for ...

job ads
applications
interview
recruit

It seemed they all wanted to ... candidates with job experience.

job ads
applications
interview
recruit

After several months of job hunting, an investment company in New Castle ...
Margaret a place on a four-month graduate training.

offered
selected
accept
attend

At the end of the four months trainee scheme, Margaret was the only person
out of the twelve trainees to be ... for a permanent job.

offered
selected
accept
attend

Margaret was obviously very happy to ... the position.

offered
selected
accept
attend

The candidates ... the interview.

offered
selected
accept

attend

Employers post a job ... in a newspaper or on a website.

advertisement

apply

candidates

invite

Job seekers ... for the post.

advertisement

apply

candidates

invite

The employers select suitable ...

advertisement

apply

candidates

invite

The employers ... the candidates for the interview.

advertisement

apply

candidates

invite

The employer ... the job to the most competent candidate.

rejects

offers

apply

invite

The candidate accepts or ... the offer.

rejects

offers

apply

invite

Depending on the nature of the business, extensive market research may be necessary to determine whether turning the idea into a business is ... and if the business can deliver value to consumers.

feasible
decent
tremendous
applicable

If you want a ... job anywhere in the world, you need to be proficient in English.

feasible
decent
tremendous
applicable

Even if you have ... English skills, you might lack specific knowledge of English that is used in a business and trade environment.

feasible
decent
tremendous
applicable

Business English focuses on skills that are ... to the workplace, on special vocabulary that you might encounter during phone calls, negotiations, meetings, proposals, and also on general topics that occur within international trade relations

feasible
decent
tremendous
applicable

As its name suggests, it is a business owned and operated by a single person. There is no legal separation between the business and the owner; therefore, the tax and legal liabilities of the business are that of the owner.

A sole proprietorship
A partnership
A corporation
A limited liability company

A business relationship between two or more people who join to conduct business.

A sole proprietorship

- A partnership
- A corporation
- A limited liability company

A business in which a group of people act together as a single entity. Incorporating the business releases owners of financial liability of business obligations; however, has unfavourable taxation rules for the owners of the business.

- A sole proprietorship
- A partnership
- A corporation
- A limited liability company

This structure combines the pass-through taxation benefits of a partnership with the limited-liability benefits of a corporation

- A sole proprietorship
- A partnership
- A corporation
- A limited liability company

This business structure protects the owner's personal assets from financial liability and provides some protection against personal liability.

- A sole proprietorship
- A partnership
- A corporation
- A limited liability company

It does not preclude you from using a business name that is different from your own name, however. In ... all profits, losses, assets and liabilities are the direct and sole responsibility of the owner.

- A sole proprietorship
- A partnership
- A corporation
- A limited liability company

... is not ideal for high-risk businesses because they put your personal assets at risk.

- A sole proprietorship
- A partnership
- A corporation
- A limited liability company

... is considered a “pass through” entity by the Internal Revenue Service.

A sole proprietorship

A partnership

A corporation

A limited liability company

A good ... of the knowledge of English in general as well as a deep understanding of special forms are needed to build successfully a career in an international environment.

grasp

favour

fluency

size

Many scholars and journalists that argue in ... of the approach that there are more similarities between general English and Business English than there are differences.

grasp

favour

fluency

size

Certain core skills in general English are required, such as ..., listening, reading and writing in order to be able to improve your business English.

grasp

favour

fluency

size

One of the most obvious ways in which businesses differ is their ...

grasp

favour

fluency

size

Examples of micro-businesses may include a single person running, for example, a web design company, a hairdresser’s or a small catering business, or a small ..., such as a craft shop or a florist, employing just one or two other people.

retailer
turnover
income
profit

Two measures that are applicable to nearly all businesses are number of employees and annual ..., that is the total value of sales made over the period of a year.

retailer
turnover
income
profit

All businesses need to make sure they offer goods or services that people want to buy, that they have enough ... to cover their costs and something left over, and that people working for them are motivated, well qualified and work well together.

retailer
turnover
income
profit

Any ... made after taxes belongs to the limited company.

retailer
turnover
income
profit

... involves extracting and harvesting natural products from the earth (for example, agriculture, fishing and mining).

The primary sector
The secondary sector
The tertiary sector
The fourth sector

... consists of processing (for example, the processing of food stuffs produced by agriculture), manufacturing and construction.

The primary sector
The secondary sector
The tertiary sector
The fourth sector

... provides services, such as retail services, entertainment or financial services.

The primary sector

The secondary sector

The tertiary sector

The fourth sector

... is made up of intellectual activities, such as education.

The primary sector

The secondary sector

The tertiary sector

The fourth sector

Depending on the type of business, it may need to ... permits, adhere to registration requirements, and obtain licenses to operate legally.

secure

measure

pose

encourage

It is less obvious how we should ... the size of a business.

secure

measure

pose

encourage

It is enough to be aware that size does matter in business and management, not because bigger or smaller is better but because they ... different challenges and different opportunities.

secure

measure

pose

encourage

A 3 sentence overview of your skills, qualities, hopes and plans should ... the employer to read the rest.

secure

measure

pose

encourage

Economists often distinguish ... broad sectors of the economy.

two

three

four

five