

Министерство образования и науки Российской Федерации
Федеральное государственное бюджетное образовательное учреждение
высшего профессионального образования
«Владимирский государственный университет
имени Александра Григорьевича и Николая Григорьевича Столетовых»

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ДЕЛОВОЙ АНГЛИЙСКИЙ

Учебное пособие для тестирования



Владимир 2013

УДК 811.111
ББК 81.2 Англ.
Я96

Рецензенты:

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Я96 Деловой английский : учеб. пособие для тестирования / Н. К. Яшина ; Владим. гос. ун-т имени А. Г. и Н. Г. Столетовых. – Владимир : Изд-во ВлГУ, 2013. – 53с.
ISBN 978-5-9984-0339-2

Настоящее учебное пособие представляет собой одну из форм контроля усвоения лексического, грамматического и страноведческого материала, основанного на учебном пособии по обучению чтению «Деловой английский».

Предназначено для студентов Института среднего и малого бизнеса, специализирующихся в области маркетинга и менеджмента, а также широкого круга специалистов-экономистов, изучающих английский язык.

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ПРЕДИСЛОВИЕ

Предлагаемое учебное пособие для тестирования «Деловой английский» основано на учебном пособии по обучению чтению Н.К. Яшиной «Деловой английский», вышедшем в 2006 г, и предназначено для студентов Института среднего и малого бизнеса, специализирующихся в области маркетинга и менеджмента, а также широкого круга специалистов-экономистов, изучающих английский язык.

Основная цель пособия – проведение рубежного и итогового контроля усвоения лексического и грамматического материала по пособию «Деловой английский», а также устных тем, связанных с образованием, городом, специальностью и др.

Пособие состоит из 22 лексических и грамматических тестов к каждому блоку (Unit), 6 лексико-грамматических тестов по страноведению и 10 дополнительных тестов по различным областям экономики.

Тесты составлены с использованием эффективной методики (техники множественного выбора) в отечественной и зарубежной тестологии. Каждый тест отражает определённый аспект в изучении языка и обеспечивает запоминание и закрепление грамматических систем английского языка и лексики делового общения.

UNIT I. BUILDING UP A BUSINESS

Test 1

Заполните пропуски соответствующими словами или словосочетаниями, используя один из предлагаемых вариантов A, B, C.

1. To set up a business a man ... some equipment, premises, machinery etc.

- a) provides; b) requires; c) borrows

2. Business must be

- a) profitable; b) comfortable; c) suitable

3. The proprietor is the ... of business.

- a) host; b) owner; c) guest

4. Equipment, premises, machinery, furniture are called

- a) interest; b) items; c) assets

5. There are ... ways of obtaining capital.

- a) some; b) the only; c) other

6. When a person wants to produce ... he can build up his own business.

- a) some commodity or service; b) fish; c) education

7. ... must be paid on borrowed capital.

- a) salary; b) interest; c) goods

8. Building up a business is a ... process.

- a) quick; b) narrow; c) slow

9. To save the capital up is a ... problem for any person who wants to set up business.

- a) difficult; b) easy; c) different

10. When the capital ... business will expand.

- a) slows down; b) becomes not so great; c) grows

Test 2

Выберите из вариантов A, B, C один правильный.

1. The first task of ... person wishing to set up business is to get it.

- a) some; b) any; c) someone

- 2. A man ... a business because he wants to produce some commodity or service.**
 a) sets up; b) is setting up; c) has set up
- 3. We can borrow the capital from someone who ... it.**
 a) have; b) will have; c) has
- 4. If we ... the capital we must pay interest on it.**
 a) to borrow; b) will borrow; c) borrow
- 5. Business ... a slow process.**
 a) was; b) is; c) will be
- 6. Most businesses ... certain equipment, premises, machinery, etc.**
 a) require; b) requires; c) is requiring
- 7. The proprietor ... equipment, premises, furniture, etc.**
 a) must be contributed; b) must have been contributed; c) must contribute
- 8. A profit which a businessman earns will be a reward ... his efforts.**
 a) for; b) on; c) from
- 9. When the business ... it is easier to obtain more capital.**
 a) is expanding; b) was expanded; c) expands
- 10. Such items as machinery, equipment ... as assets.**
 a) was known; b) are known; c) will be known.

UNIT II. FORMS OF BUSINESS ACTIVITIES

Test 3

Заполните пропуски соответствующими словами или словосочетаниями, используя один из предлагаемых вариантов А, В, С.

- 1. Private Limited Company is a ... person fully liable by the company's obligations.**
 a) natural; b) human; c) legal
- 2. There are private limited companies with a single**
 a) shareholder; b) owner; c) proprietor
- 3. A public limited company is a union of ... called shareholders.**
 a) numbers; b) investors; c) cooperatives

- 4. The investor has a right to sell his ... without consents of other shareholders.**
- a) capital; b) things; c) shares
- 5. The initial share of capital is formed by way of ... shares.**
- a) selling; b) buying; c) liquidation
- 6. Sole proprietorship is a form of ... activities.**
- a) industrial; b) important; c) business
- 7. Sole proprietors carry out business activities in the sphere of various ...**
- a) industries; b) services; c) obligations
- 8. ... is the key to the difference between three types of business.**
- a) ownership; b) shares; c) capital
- 9. The main ... of unlimited partnership is equal and collective responsibility for the property of all members of the partnership.**
- a) difference; b) difficulty; c) feature
- 10. Public Limited Company is the ... legal form of large firms.**
- a) main; b) great; c) natural

Test 4

Выберите из вариантов А, В, С один правильный.

- 1. Sole proprietors are individuals ... economic operations in various spheres of business activities.**
- a) carried out; b) carrying out; c) having carried out
- 2. The profit ... is distributed proportionally to the shares of participation in the property of the partnership .**
- a) having obtained; b) obtaining; c) obtained
- 3. A private limited company ... be registered under the Companies Act.**
- a) have to; b) can; c) should
- 4. The capital of the company ... at the expense of deposits.**
- a) is forming; b) could be formed; c) is formed.
- 5. A public limited company is a union investors ... shareholders.**
- a) called; b) on calling; c) when called

6. A public limited company ... business activities on the basis of the Articles of Association.

a) is carrying out; b) carries out; c) is to carry out

7. The initial share of capital ... by way of selling shares.

a) have to be formed; b) is formed; c) is forming

8. People who ... all private enterprises are entitled to the reward of them.

a) own; b) owned; c) must own

9. With public enterprise units the enterprise ... socially.

a) is operating; b) have been operated; c) is operated

10. Public enterprises function with the intention of ... goods for the benefit for the whole community.

a) supplied; b) supplying; c) being supplied

UNIT III. ORGANIZATION OF A COMPANY

Test 5

Заполните пропуски соответствующими словами или словосочетаниями, используя один из предлагаемых вариантов А, В, С.

1. Organization structure means ... between positions and people who hold the positions.

a) relationship; b) arguments; c) business

2. Organization structure is very ... in business.

a) actual; b) important; c) different

3. When a business grows there is a ... for specialists.

a) job; b) society; c) need

4. The ... of the staff department include an accounting, personnel, credit and advertising.

a) contacts; b) orders; c) activities

5. A sales manager may be ... between vice-president of marketing and a salesman.

a) in a line position; b) in a vertical relationship; c) in a staff position

6. A vice-president of marketing has direct ... over a sales manager.

a) responsibility; b) authority; c) dependence

- 7. A sales manager has direct authority over a**
 a) vice-president of marketing; b) director of the company; c) salesman
- 8. The chain of commands simplifies the problems of**
 a) giving and taking orders; b) selling the products; c) buying the equipment
- 9. People of staff departments are busy with**
 a) products; b) machinery; c) services
- 10. An administrator may organize ... departments when business becomes more complex.**
 a) line; b) staff; c) social

Test 6

Выберите из вариантов А, В, С один правильный.

- 1. In business organization structure means the relationship between positions and people who ... the positions.**
 a) holds; b) hold; c) is holding
- 2. A vice president of marketing ... direct authority over a sales manager.**
 a) had; b) have; c) has
- 3. When a business ... there is a need for specialists.**
 a) grows; b) has grown; c) is growing
- 4. The chain of commands simplifies the problems of**
 a) to give and take orders; b) giving and taking orders; c) having taken and given orders
- 5. Generally staff departments ... to other departments.**
 a) do not give orders; b) give orders; c) are given orders
- 6. The activities of the staff department ... an accounting, personnel, credit and advertising.**
 a) are included; b) is included; c) include
- 7. Historically, line structure is ... type of organization structure.**
 a) old; b) oldest; c) older
- 8. These people ... usually with services.**
 a) is busy; b) were busy; c) are busy
- 9. A sales manager may be ... a line position between vice-president of marketing and a salesman.**
 a) at; b) in; c) by

10. Generally staff departments do not give orders to ... departments.

- a) other; b) special; c) internal

UNIT IV. MARKETING RESEARCH

Test 7

Заполните пропуски соответствующими словами или словосочетаниями, используя один из предлагаемых вариантов A, B, C.

1. Marketing includes all-business activities connected with ... from producers to consumers.

- a) production of goods; b) movements of goods and services; c) rendering assistance

2. The ability ... is very important.

- a) to set a business; b) to make goods available; c) to recognize early trends

3. Marketing is sometimes called

- a) distribution; b) pricing; c) promotion

4. Marketing ... are very expensive.

- a) research; b) operations; c) actions

5. The trend in the USA has been to high mass

- a) contribution; b) production; c) consumption

6. Good shopping centres provide a wide range of

- a) merchandise; b) cars; c) customers

7. Market research helps the producer ... what people want to buy.

- a) to know; b) to listen; c) to predict

8. Through ... the producer attempts to influence the customer.

- a) planning; b) selling; c) advertising

9. The construction of good shopping centres has made

- a) goods available to consumers; b) process of buying easy; c) us to buy a lot of things

10. ... is made up of such activities as transporting, storing and selling goods.

- a) research; b) examination; c) marketing

Test 8

Выберите из вариантов А, В, С один правильный.

1. Producers ... know why, where, for what purpose consumers buy.

a) can; b) must; c) has to

2. Marketing ... of such activities as transporting, storing and selling goods.

a) was made up; b) has been made up; c) is made up

3. Marketing includes all the business activities ... with the movements of goods and services from producers to consumers.

a) connecting; b) connected; c) having connected

4. Good shopping centres ... plenty of parking facilities.

a) provide; b) has been provided; c) is providing

5. Marketing ... sometimes ... distribution.

a) has called; b) has been called; c) is called

6. Marketing operations ... product planning, buying, credit, etc.

a) is included; b) include; c) have been included

7. Marketing deals with a series of decisions you ... during the process of moving goods from producer to users.

a) has made; b) making; c) make

8. The ability ... early trends is very important.

a) recognizing; b) recognized; c) to recognize

9. Marketing operations ... very expensive.

a) is; b) are; c) were

10. Market research helps the producer predict what the people ... to buy.

a) must want; b) will want; c) has to want

UNIT Y. WHOLESALING

Test 9

Заполните пропуски соответствующими словами или словосочетаниями, используя один из предлагаемых вариантов А, В, С.

1. Wholesaling provides ... to the market.

- a) movements of goods and services; b) channels of distribution; c) production

2. About a quarter of ... account for one-third of total sales.

- a) wholesaling units; b) shops; c) goods

3. Most wholesaling middlemen are ... who take title to the goods.

- a) customers; b) merchant wholesalers; c) producers

4. Some middlemen

- a) earn salaries; b) produce goods; c) take possession through

5. Wholesalers ... the process of distribution.

- a) simplify; b) complicate; c) prevent

6. A wholesaler reduces ... of both manufacturer and retailer.

- a) the process; b) the supermarket; c) the problem

7. A store-keeper has a

- a) well-stocked store; b) premises; c) furniture

8. A store-keeper deals with ... wholesalers.

- a) special; b) a few; c) different

9. Wholesaling is a field of small business.

- a) sometimes; b) often; c) always

10. Some middlemen receive

- a) salaries; b) grants; c) commissions

Test 10

Выберите из вариантов А, В, С один правильный.

1. Indirect channels of distribution ... to market manufactured goods.

- a) can be used; b) are used; c) have been used

2. Merchant wholesalers ... purchases or sales.

- a) is negotiating; b) have negotiated; c) negotiate

- 3. There are also merchant wholesalers ... take title to the goods.**
 a) why; b) who; c) which
- 4. Middlemen ... salaries.**
 a) earns; b) doesn't earn c) don't earn
- 5. Wholesalers ... the process of distribution.**
 a) simplify; b) simplified; c) was simplifying
- 6. The store-keeper ... to deal directly with thousands of different people.**
 a) can't deal; b) doesn't have; c) don't have
- 7. Indirect channels could be from manufacturer to the wholesaler or through ... complicated channels.**
 a) the most; b) less; c) more
- 8. The average supermarket ... 5000 items in groceries.**
 a) stocks; b) stock; c) is stocking
- 9. The channels of distribution ... from manufacturer to wholesaler, from the retailer to the consumer.**
 a) must be; b) has to be; c) could be
- 10. Wholesaling is often a field of small business which has a ... chain movement in western countries.**
 a) great; b) growing; c) reduced

UNIT XI. RETAILING

Test 11

Заполните пропуски соответствующими словами или словосочетаниями, используя один из предлагаемых вариантов А, В, С.

- 1. ... is selling goods and services to the ultimate customer.**
 a) wholesaling; b) retailing; c) advertising
- 2. Retailer is the most ... link in the chain of distribution.**
 a) cheap; b) expensive; c) difficult
- 3. Retailers are**
 a) busy; b) specific; c) middlemen
- 4. The retailer performs many necessary**
 a) jobs; b) work; c) functions

5. Many retail establishments concentrate on

- a) a single line of merchandise; b) some products; c) food and hardware

6. The retailer may provide a ... location.

- a) different; b) distant; c) convenient

7. The retailer can ... the customer by extending credit.

- a) finance; b) contribute; c) give

8. Retailers make their ... by charging the customer 25 to 100 per cent more than the price they paid for the item.

- a) income; b) profit; c) money

9. The retailer promotes the product through displays and

- a) advertising; b) radio; c) meetings

10. The retailers ... through stores, mail-order houses, discount houses, etc.

- a) operates; b) is operated, c) operate

Test 12

Выберите из вариантов А, В, С один правильный.

1. The retailer ... the services and merchandise.

- a) guarantees; b) guarantee; c) guaranteed

2. The retailer is ... expensive link in the chain of distribution.

- a) more; b) the most; c) the least

3. The retailer ... provide a convenient location.

- a) can; b) must; c) may

4. Retailing is selling goods and services ... the ultimate customer.

- a) to; b) in; c) by

5. The retailer performs ... necessary functions.

- a) a few; b) many; c) any

6. The retailer also ... the goods in his outlet by having goods available.

- a) stores; b) stored; c) will store

7. Retail establishments concentrate ... a single line of merchandise.

- a) on; b) in; c) through

8. The retailer ... finance the customer by extending credit.

- a) should; b) has to; c) can

9. ... middlemen retailers make their profit by charging the customer 25 to 100 per cent more than the price they paid for them.

- a) being; b) were; c) having been

10. The retailer helps to promote the product ... displays, advertising or sales people.

- a) in; b) from; c) through

UNIT VII. PRICING

Test 13

Заполните пропуски соответствующими словами или словосочетаниями, используя один из предлагаемых вариантов А, В, С.

1. All products and services have

- a) labels; b) prices; c) sizes

2. Prices can be determined in ... ways.

- a) difficult; b) easy; c) different

3. Prices on industrial products are usually decided by large

- a) companies; b) markets; c) states

4. The price may be too ... to produce a large volume of goods.

- a) small; b) high; c) large

5. Agricultural prices can be ... in large central market.

- a) decided; b) made; c) developed

6. If ... increases prices rise.

- a) supply; b) trade; c) demand

7. The price can be too low to cover

- a) profits; b) costs; c) supplies

8. Prices also can be set by

- a) the prime Minister; b) the President; c) the Government

9. The customer must ... for everything.

- a) buy; b) pay; c) sell

10. Most businesses pursue ... for long periods of time.

- a) unsound price policies; b) bad conditions; c) good practice

Test 14

Выберите из вариантов А, В, С один правильный.

1. All products and all services ... prices.

a) has; b) have; c) is having

2. Price can produce the ... profit during a long period of time.

a) biggest; b) bigger; c) the most big

3. Prices can ... in different ways.

a) determine; b) to determine; c) be determined

4. The prices on industrial products are usually decided ... large companies.

a) by; b) on; c) at

5. If demand ... profits will expand.

a) increase; b) increased; c) increases

6. Prices ... to each other in different ways.

a) are related; b) is related; c) was related

7. The consumer ... pay for everything.

a) can; b) must; c) may

8. Price of goods ... to large number of buyers is controlled by a few competing sellers.

a) being sold; b) having sold; c) sold

9. Agricultural prices ... in large central market.

a) can be decided; b) should decide; c) may decide

10. Many factors may be involved ... prices.

a) at; b) by; c) in

UNIT VIII. CORPORATE FINANCE

Test 15

Заполните пропуски соответствующими словами или словосочетаниями, используя один из предлагаемых вариантов А, В, С.

1. Corporations need ...for the purchase of assets and the payment of expenses.

a) financing; b) premises; c) furniture

2. Each ... is represented by a stock certificate.

a) profit; b) share; c) company

3. Stock certificate is

- a) great; b) favourable; c) negotiable

4. If corporations ... money they give notes.

- a) borrow; b) sell; c) pay

5. The outflow of capital is formed by the purchase of inventory and payment of

- a) goods; b) salaries; c) equipment

6. The amount of ... is also an important factor.

- a) risk; b) salaries; c) profit

7. Risk determines the fund

- a) level; b) raising; c) involved

8. The ... is formed by the sale of goods and services.

- a) inflow; b) outflow; c) risk

9. A corporation can also get capital by

- a) investing; b) payment of salaries; c) borrowing

10. The value of the share also depends on the ... of the company.

- a) purchase; b) success; c) debts

Test 16

Выберите из вариантов А, В, С один правильный.

1. When ... the corporation, management must consider both the inflow and outflow of capital.

- a) running; b) being run; c) run

2. The inflow must be ... than the outflow.

- a) the greatest; b) great; c) greater

3. The holders of shares ... the ownership of company.

- a) is formed; b) form; c) must be formed

4. The interest ... to be paid whether business is profitable or not.

- a) must; b) should; c) has

5. Corporations need financing ... the purchase of assets and payment of expenses.

- a) by; b) for; c) at

- 6. The value of a share is determined by the net assets ... by the total numbers of shares.**
- a) divided; b) dividing; c) being divided
- 7. The corporations ... issue shares in exchange for money or property.**
- a) must; b) has to; c) can
- 8. If a corporation ... capital it has to pay interest on it.**
- a) borrow; b) is borrowing; c) borrows
- 9. The amount of risk determines the fund**
- a) being raised; b) raising; c) have raised
- 10. Each share is represented ... a stock certificate.**
- a) in; b) at; c) by

UNIT IX. BANKING

Test 17

Заполните пропуски соответствующими словами или словосочетаниями, используя один из предлагаемых вариантов А, В, С.

- 1. Banks are different in ... countries.**
- a) great; b) developed; c) different
- 2. All ... banks in the USA are divided into two main groups.**
- a) commercial; b) state; c) federal
- 3. ... banks are chartered and supervised by the states.**
- a) state; b) business; c) domestic
- 4. All commercial banks can**
- a) buy merchandise; b) sell goods; c) make loans to borrowers
- 5. There is the foreign ... department at every bank.**
- a) affairs; b) exchange; c) language
- 6. An exporter receives foreign money from ... to other countries.**
- a) purchase; b) assets; c) sales
- 7. An importer buys ... from another country.**
- a) equipment; b) merchandise; c) premises

8. Many commercial banks ... with each other.

- a) link; b) cooperate; c) communicate

9. Banks ... imports and exports between countries.

- a) finance; b) exchange; c) use

10. National banks in the USA are chartered and supervised by the

- a) State; b) main; c) the Federal Government

Test 18

Выберите из вариантов А, В, С один правильный.

1. An importer buys merchandise from another country ... the currency of that country.

- a) using; b) used; c) being used

2. Major commercial banks in such cities as Tokyo, Paris, Rio cooperate ... each other.

- a) by; b) with; c) for

3. Commercial banks ... into two main groups.

- a) is classified; b) are classified; c) were classified

4. An exporter ... foreign money from sales to other country.

- a) received; b) is receiving; c) receives

5. The currency of any country... be exchanged.

- a) must; b) have to; c) can

6. State banks ... chartered and supervised by the State.

- a) are; b) is; c) was

7. An importer buys merchandise ... another country.

- a) for; b) from; c) by

8. An exporter ... his currency to his bank.

- a) sells; b) were sold; c) have been sold

9. All commercial banks ... make loans to borrowers.

- a) must; b) should; c) can

10. State Banks ... operated by States.

- a) can; b) is operated; c) are operated

UNIT X. SALES

Test 19

Заполните пропуски соответствующими словами или словосочетаниями, используя один из предлагаемых вариантов А, В, С.

1. Selling is one of the elements of

- a) marketing; b) advertising; c) wholesaling

2. While prospecting company representatives begin ... potential buyers in their area.

- a) to speak; b) to identify; c) to interview

3. The sales people develop ... for each buyer.

- a) ways of selling; b) quality of goods; c) specific strategy

4. The sales force will try ... the prospect to buy the goods.

- a) to choose; b) to persuade; c) to say

5. Marketing is concerned with ... in which selling takes place.

- a) establishing the ambience; b) the action process; c) a lot of people

6. ... usually have objections, reasons why they cannot buy.

- a) retailers; b) sales people; c) customers

7. Closing ... is the logical conclusion to the sales presentation.

- a) the sale; b) the meeting; c) the lesson

8. Personal contacts with ... is very important at the stage of approach.

- a) businessmen; b) buyers; c) sales people

9. ... remains an extremely important factor in the marketing of many products.

- a) sales representative; b) buyer; c) retailer

10. Marketing is a ... process.

- a) important; b) difficult; c) planning

Test 20

Выберите из вариантов А, В, С один правильный.

1. Company representatives ... to identify potential buyers in their area.

- a) tries; b) will try; c) is trying

- 2. The sales people ... an extremely important factor in the process of marketing.**
 a) remain; b) remains; c) is remaining
- 3. ... the prospect's needs the sales force must tailor their own approach.**
 a) having established; b) being established; c) establishing
- 4. The sales people will discover how the product**
 a) used; b) have used; c) will be used
- 5. Selling is one of the elements ... marketing.**
 a) of; b) for; c) at
- 6. Objections are reasons why the customers ... buy.**
 a) cannot; b) may not; c) haven't to buy
- 7. The sales representatives ... to compile relevant information about their territory.**
 a) must; b) has; c) have
- 8. Closing the sale is the absolute justification of all that ... before.**
 a) is going on; b) has gone; c) goes
- 9. The sales force should not feel awkward about ... for the order.**
 a) being asked; b) asking; c) having asked
- 10. The activities of sales representatives ... the personal selling process.**
 a) make up; b) have made; c) has been made

UNIT XI. ADVERTISING

Test 21

Заполните пропуски соответствующими словами или словосочетаниями, используя один из предлагаемых вариантов А, В, С.

- 1. Advertising should be considered ... rather than an expense.**
 a) an investment; b) an advantage; c) a profit
- 2. Sales are the means by which income is**
 a) described; b) generated; c) done

3. Personal selling was described as the personal ... between the customer and the salesperson.

a) relationship; b) ties; c) communication

4. Advertising has many

a) methods; b) purposes; c) ways

5. The advertising ... is called the advertising copy.

a) message; b) letter; c) poster

6. The retailer's ... increases sales.

a) strategy; b) profit; c) advertising

7. Manufacturer's advertising is designed ... interest.

a) to make up; b) to stimulate; c) to speed up

8. ... should realize the value of advertising.

a) owners; b) writers; c) sales people

9. Small business owners can not afford ... of advertising their goods and services because of limited financial resources.

a) money; b) possibilities; c) expense

10. Advertising is paid for by an ... sponsor.

a) identified; b) different; c) strange

Test 22

Выберите из вариантов А, В, С один правильный.

1. Advertising is one of the ... effective means of increasing sales.

a) most; b) more; c) less

2. The advertising message ... the written and spoken words.

a) contained; b) contains; c) is containing

3. Advertising on a regular basis will materially increase the possibility ... growth of the firm.

a) by; b) before; c) for

4. Owners ... realize the value of advertising.

a) can; b) should; c) has to

5. Advertising has many purposes ... on the nature of the business.

a) depending; b) depends; c) being dependant

6. Owners ... choose to place advertising messages in a single source.

a) must; b) is to; c) may

7. Advertising is ... type of sales presentation.

a) something; b) any; c) no

8. The retailer's advertising ... to stimulate customer's awareness.

a) was intended; b) has been intended; c) is intended

9. Sales are the means ... which income is generated.

a) by; b) for; c) of

10. Personal selling ... as the personal communication between the customer and the salesperson.

a) has described; b) was described; c) has been described

Лексико-грамматический тест № 23

Прочитайте текст и решите, какой из трёх предлагаемых вариантов А, В или С соответствует каждому из двадцати пропусков. Запишите ваш ответ в таблицу ответов. В начале задания дан пример (о)

Anna (о) an office clerk in a London company. She (1)... from Germany. Her parents (2) ... in Germany, they (3) ... rather old, they (4) ... on pension. They (5) ... a small house in the country.

Anna's job (6) ... very good and the pay (7) ... not bad. But Anna (8) ... not very happy. She (9) ... no flat in London and she stays with her elder sister Helen. Anna (10) ... rather sorry about it.

Helen (11) ... the managing director of a big English company. She (12) ... a good car and a nice flat in London. She (13) ... not married, she (14) ... only one sister Anna. But Helen (15) ... very busy. She (16) ... talks in the morning and in the afternoon. She (17) ... at home late in the evening and she (18) ...very tired. So Helen (19) ... not very glad to see Anna in her flat in the evening. Helen thinks it (20) ... time for Anna to have a flat of her own.

Таблица ответов

№ пропуска	Вариант А	Вариант В	Вариант С	Ответ
0	A. is	B. are	C. was	образец А
1	A. was	B. is	C. are	
2	A. were	B. was	C. are	
3	A. was	B. are	C. is	
4	A. are	B. is	C. been	
5	A. are	B. has	C. have	
6	A. was	B. is	C. are	
7	A. were	B. are	C. is	
8	A. is	B. was	C. are	
9	A. have	B. has	C. had	
10	A. was	B. are	C. is	
11	A. is	B. are	C. were	
12	A. had	B. have	C. has	
13	A. is	B. are	C. was	
14	A. have	B. has	C. had	
15	A. was	B. is	C. are	
16	A. has	B. had	C. have	
17	A. was	B. were	C. is	
18	A. is	B. are	C. were	
19	A. was	B. is	C. are	
20	A. are	B. was	C. is	

Лексико-грамматический тест № 24

Прочитайте текст и решите, какой из трёх предлагаемых вариантов А, В или С соответствует каждому из двадцати пропусков. Запишите ваш ответ в таблицу ответов. В начале задания дан пример (0)

Cambridge

Unlike Oxford which is both (0) ... university town and an industrial city, Cambridge, as the saying (1) ... is the University. It (2) ... at a distance of 70 miles (3) ... London. The greater part of the city (4) ... on the left bank of the river Cam. And the city got (5) ... name because of the river.

Cambridge is one of (6) ... loveliest towns of England and it looks more like (7) ... country town. It is very green, and presents (8) ... a visitor

a lot of beautiful buildings, trees, gardens, towns and bridges. The River Cam (9) ... from Cambridge (10) ... the University to perhaps the only true University town in England.

The (11) ... famous people of Great Britain studied there. Among (12) ... are Newton, Byron, Darwin, etc.

The best (13) ... is King's college because of the magnificent chapel. Until today there are more than 20 colleges (14) ... Cambridge. A college is a group of buildings that (15) ... a square with a green lawn in the centre. An old tradition (16) ... not allow the students to walk on the grass, this is the privilege of professors and head students only.

The university was exclusively (17) ... men until, in 1871 the first women's college was opened. And it will be (18) ... years before there are equal numbers of both sexes.

Every summer thousands of folk music fans (19) ... in Cambridge for one of the biggest festivals of folk music in England. Local shopkeepers look (20) ... the festival. For them, it means a big increase in the numbers of customers.

Таблица ответов

№ пропуска	Вариант А	Вариант В	Вариант С	Ответ
0	A. a	B. an	C. the	образец А
1	A. goes	B. go	C. will go	
2	A. are situated	B. is situated	C. was situated	
3	A. in	B. of	C. from	
4	A. lie	B. lain	C. lies	
5	A. her	B. its	C. his	
6	A. the	B. a	C. an	
7	A. the	B. a	C. an	
8	A. under	B. on	C. to	
9	A. lead	B. will lead	C. leads	
10	A. to	B. off	C. at	
11	A. many	B. most	C. more	
12	A. them	B. they	C. their	
13	A. knew	B. know	C. known	
14	A. at	B. in	C. into	
15	A. form	B. forms	C. formed	
16	A. does	B. do	C. did	
17	A. with	B. for	C. at	
18	A. more	B. much	C. many	
19	A. arrived	B. arrives	C. arrive	
20	A. forward	B. at	C. on	

Лексико-грамматический тест № 25

Прочитайте текст и решите, какой из трёх предлагаемых вариантов А, В или С соответствует каждому из двадцати пропусков. Запишите ваш ответ в таблицу ответов. В начале задания дан пример (о)

New Opportunities with an Open University Degree

If you (о) ... to gain an extra qualification you must contact the Open University. It is concerned (1) ... continuing education as well as with degree work. Like any other University, the Open University can (2) ... you a degree. However, you don't have to (3)... working to study. You (4) with learning new skills in line with the demand of changing environment.

If you have (5) ... studied before, you will enjoy the special, new pleasure of (6) ... your knowledge because the Open University (7) ... individualized learning process. It gives access (8) ... an amazing range of texts, audio, video and other sources of material.

You don't actually (9) ... to the Open University (10) ... lectures, but study at home, (11) ... television, radio and computer software. You can (12) ... one class (13) ... month if you (13) ... at an open University Centre. Of course, there are exams to take, as in (14) ... university. You may also (15) ... that your qualification provides (16) ... career opportunities. You will make friends of (17) ... kinds.

If you (18) ... like to know (19) ... all you have to do is complete the form below. It could be the start (20) ... a wonderful new period in your life.

Таблица ответов

№ пропуска	Вариант А	Вариант В	Вариант С	Ответ
0	A Want	B check	C will take	образец А
1	A. of	B. from	C. with	
2	A. give	B. stop	C. buy	
3	A. end	B. break	C. leave	
4	A. face	B. will be faced	C. facing	
5	A. ever	B. often	C. never	
6	A.increasing	B. growing	C. changing	
7	A. take	B.provides	C.establishes	
8	A. of	B. from	C. to	
9	A. join	B. go	C. enter	
10	A. to	B. for	C. at	
11	A. used	B. having used	C. using	
12	A. give	B. learn	C. attend	
13	A. a	B. the	C. an	
14	A. help	B. wish	C. suggest	
15	A. want	B. advise	C. find	
16	A. new	B. early	C. young	
17	A. all	B. each	C. both	
18	A. did	B. will	C. would	
19	A. more	B. most	C. the least	
20	A. for	B.of	C.with	

Лексико-грамматический тест № 26

Прочитайте текст и решите, какой из трёх предлагаемых вариантов А,В или С соответствует каждому из двадцати пропусков. Запишите ваш ответ в таблицу ответов. В начале задания дан пример (0)

The United Kingdom of Great Britain and Northern Ireland

Great Britain (0) ... a small, highly developed country (1) ... a population over 60 million. (2) ... includes three countries: England, Wales, Scotland. (3) ... United Kingdom of Great Britain and Northern Ireland (4) ... in 1921.

The country is situated (5) ... the British Isles which lie to the west of the continent of Europe. The area (6) ... some 242,500 sq.km. Britain is just under 1000 km long (7) ... the south coast of England (8) ... the extreme north of Scotland, and just under 500 km across in the (9) ... part.

Great Britain is separated from Europe (10) ... the North Sea and (11) ... English Channel. In 1993 the new Tunnel underneath the English Channel (12) ... between Dover (England) and Calais (France). The length of (13) ... Tunnel is 30 miles. (14) ... some 57 million people, Britain (15) ... sixteenth in the world in term of population. The population (16) ... relatively stable over (17) ... last decade, but (18). ..., Britain is a relatively densely populated country. England has the (19). ... population density of the four lands and Scotland the (20)

Таблица ответов

№ пропуска	Вариант А	Вариант В	Вариант С	Ответ
0	A. is	B. am	C. are	образец А
1	A. with	B. from	C. to	
2	A. he	B. it	C. she	
3	A. a	B. an	C. the	
4	A. will be formed	B. is formed	C. was	
5	A. at	B. on	C. in	
6	A. total	B. totals	C. totaling	
7	A. from	B. on	C. with	
8	A. to	B. on	C. with	
9	A. wide	B. widest	C. wider	
10	A. at	B. by	C. on	
11	A. a	B. an	C. the	
12	A. opening	B. were opened	C. was opened	
13	A. the	B. a	C. an	
14	A. with	B. without	C. in	
15	A. to rank	B. rank	C. ranks	
16	A. to remain	B. has remained	C. be remained	
17	A. a	B. an	C. the	
18	A. has aged	B. to age	C. aging	
19	A. highest	B. high	C. higher	
20	A. low	B. lowest	C. lower	

Лексико-грамматический тест № 27

Прочитайте текст и решите, какой из трёх предлагаемых вариантов А, В или С соответствует каждому из двадцати пропусков. Запишите ваш ответ в таблицу ответов. В начале задания дан пример (о)

London

(0)... London is (1) ... huge metropolis, an ancient and ever (2) ... city. Most Londoners as well as (3) ... agree (4) ... Samuel Jonson, who (5) ... said, “When a (6) ... is tired of London, he is tired (7) ... life”. Of the many beautiful churches and cathedrals (8) ... London, Westminster Abbey is perhaps (9) ... most important.

The Tower of London has a (10) ... past (11) ... a royal residence, armory and treasury.

Nearby is Tower Bridge, the only bridge in London whose roadway rises to allow ships (12) ... through. Inside is an (13) ... exhibition bringing the history of its construction and engineering (14) ... life.

Museums and art galleries (15) ... in London, but two, of the (16) ... are the British Museum and the National Gallery. The British Museum, (17) ... is free to enter, is the oldest museum in the world and (18) ... treasures from the Roman, Greek, Egyptian, Oriental and Asiatic cultures. (19) ... important artifacts include Egyptian mummies and sarcophagi.

The National Gallery houses a marvelous collection of over 2200 European paintings from the 13th (20) ... the 20th centuries.

Таблица ответов

№ пропуска	Вариант А	Вариант В	Вариант С	Ответ
0	A today	B yesterday	C tomorrow	образец А
1	A. a	B. an	C. the	
2	A. change	B. changing	C. to change	
3	A. tourist's	B. tourist	C. tourists	
4	A. without	B. to	C. with	
5	A. once	B. one	C. one's	
6	A. man	B. men	C. man's	
7	A. off	B. of	C. from	
8	A. into	B. in	C. about	
9	A. an	B. a	C. the	
10	A. to fascinate	B. fascinate	C. fascinating	
11	A. as	B. like	C. so	
12	A. passed	B. to pass	C. passing	
13	A. entertainer	B. entertaining	C. to entertain	
14	A. to	B. from	C. on	
15	A. to abound	B. abounds	C. abound	
16	A. good	B. better	C. best	
17	A. which	B. who	C. those	
18	A. contain	B. contains	C. containing	
19	A. its	B. his	C. their	
20	A. in	B. to	C. from	

Лексико-грамматический тест № 28

Прочитайте текст и решите, какой из трёх предлагаемых вариантов А, В или С соответствует каждому из двадцати пропусков. Запишите ваш ответ в таблицу ответов. В начале задания дан пример (0)

My speciality

(0)... my father is (1) ... managing director in an international company he advised me to choose my future profession according (2) ... to my taste and preferences. My father's job is (3) ... and it offers a lot of (4) You (5) ... travel abroad and meet different people.

The thing is I have always been interested (6) ... economics and I enjoy (7) ... with people so I'd like to become (8) ... manager and work in a

large company as my father (9) I have (10) ... analytical abilities and problem solving skills. Besides, I am good (11) ... English. English has become the standard language for all kinds of international business communication. ... (12) English today is absolutely necessary for every businessman.

To become a successful manager you should know (13) Management deals mainly with people. A manager is a person who directly (14) ... people in organization. Managers spend (15) ... of time communicating, coordinating and making decisions. Almost everything a manager (16) ... involves decisions. And I think I'll cope (17) ... all these tasks. However, (18) ... me choosing a carrer of a manager is not only matter of future prestige and wealth. First of all, I believe it (20) ... be interesting and bring real satisfaction.

Таблица ответов

№ пропуска	Вариант А	Вариант В	Вариант С	Ответ
0	A as	B because	C due to	образец А
1	A. the	B. a	C. an	
2	A. from	B. at	C. to	
3	A. good	B. well-paid	C. well-known	
4	A. opportunities	B. ways	C. changes	
5	A. must	B. has to	C. can	
6	A. at	B. in	C. after	
7	A. worked	B. work	C. working	
8	A. a	B. an	C. the	
9	A. did	B. do	C. does	
10	A. good	B. bad	C. brilliant	
11	A. to	B. at	C. upon	
12	A. known	B. being known	C. to know	
13	A. many	B. a lot	C. a few	
14	A. controls	B. supervises	C. lead	
15	A. a great deal	B. many	C. little	
16	A. do	B. did	C. does	
17	A. to	B. with	C. at	
18	A. for	B. from	C. in	
19	A. the	B. a	C. an	
20	A. should	B. had to	C. would	

SUPPLEMENTARY TESTS

Test № 29

Special areas **Buying and Selling**

Заполните пропуски, выбрав один из вариантов A, B, C, D.

- 1. As soon as an item of stock falls below its minimum ..., the computer automatically re-orders.**
 - a. Standard
 - b. level
 - c. grade
 - d. position
- 2. Often a discount is offered as an ... to get a customer to pay promptly.**
 - a. investment
 - b. incentive
 - c. interim
 - d. inventory
- 3. Remember that was only an The final cost could be higher.**
 - a. Enquiry
 - b. estimate
 - c. encouragement
 - d. engagement
- 4. Check the ... note and see that you've got everything.**
 - a. Deliver
 - b. delivered
 - c. delivery
 - d. delivering
- 5. When ordering, please quote the**
 - a. numbered catalogue
 - b. catalogue
 - c. figure catalogue
 - d. number
- 6. I've just received an ... note telling me that the goods have been dispatched.**
 - a. Advice
 - b. advise
 - c. invoice
 - d. advisory
- 7. Every month account customers are sent a**
 - a. final document
 - b. statement
 - c. request
 - d. stocktaking
- 8. In the UK, VAT (value added tax) is a tax on goods and**
 - a. services
 - b. servants
 - c. stockings
 - d. stockists

- 9. If they don't ... their account we'll take them to court.**
- a. set up b. pay up
c. settle d. pay for
- 10. If you take the sweater back to the shop they'll want to see the ... to show you bought it there.**
- a. Receipt b. reception
c. permit d. quotation
- 11. We hope that business will ... when the tourist season starts.**
- a. set off b. get up
c. pick up d. pick off
- e. You'll probably find furniture polish among the ... goods.**
- a. House b. housing
c. household d. housewife
- f. The market has reached ... point so we need to concentrate on finding new products.**
- a. Full b. saturation
c. filling d. boiling
- g. It's a ... market at the moment so you should be able to pick some up at a reasonable price.**
- a. Open b. free
c. buyer's d. seller's
- h. They've pulled down the old market and built a shopping**
- a. premises b. precinct
c. franchise d. retailer

Test № 30

Special areas Public relations

Заполните пропуски, выбрав один из вариантов A, B, C, D.

- 1. The task of public relations department is to project the right ... of a company.**
- a. painting b. image
c. picture d. drawing

- 2. When the product was launched they issued a press ... to all the news agencies.**
- a. Escape b. issue
c. release d. promotion
- 3. According to the code of practice, a public relations officer should not knowingly ... false information.**
- a. disseminate b. dissociate
c. dispose d. dissolve
- 4. Some companies entertain journalists more ... than others.**
- a. lasciviously b. largely
c. leniently d. lavishly
- 5. The use of such things as logos and colour ... help to maintain a corporate identity.**
- a. schemes b. systems
c. styles d. fashions
- 6. We need to liaise more with politicians and ... servants if we want the government to agree to our plans.**
- a. Official b. polite
c. civil d. civilian
- 7. \$200,000 was ... for the official opening of the new store.**
- a. set aside b. brought about
c. set off d. laid up
- 8. Sponsorship can be an effective way of promoting ... towards an organization .**
- a. Will b. goodwill
c. willingness d. goodness
- 9. At a press reception don't ... guests with irrelevant material.**
- a. overboard b. override
c. overtake d. overcompensate
- 10. The reception must be held at a convenient ... with good transport and parking facilities.**
- a. Revue b. venue
c. view d. venture

- 11. When making a presentation to a relatively small ... an over-head projector can be invaluable.**
- a. assistance b. spectator
c. audience d. congregation
- 12. Within a large organization a well-designed ... journal is an effective method of internal communication.**
- a. in house b. home
c. household d. plant
- 13. Participating in local events, such as carnivals, is a good way of developing ... relations.**
- a. common b. commonplace
c. communal d. community
- 14. We used every ... of communication to get our message across.**
- a. Flow b. stream
c. channel d. canal
- 15. We have to highlight our strengths and ... any weaknesses.**
- a. play up b. think through
c. play d. talk back
down

Test № 31

Special areas Investing

Заполните пропуски, выбрав один из вариантов A, B, C, D.

- 1. If a company needs to raise a lot of money, it may ... shares.**
- a. put up b. issue
c. supply d. purchase
- 2. Pension ... play an important role in the stock market.**
- a. companies b. trusts
c. societies d. funds
- 3. As an ordinary shareholder, you are ... to vote at the meeting.**
- a. entitled b. titled
c. nominated d. persuaded

- 4. The share ... which is made up of a cross-section of shares, reflects the general activity of the market.**
a. indication b. index
c. measure d. indicator
- 5. A ... is someone who buys shares, expecting the market to rise.**
a. Bear b. bull
c. dog d. stag
- 6. A ... is a speculator who expects share prices to fall.**
a. Bear b. bull
c. dog d. stag
- 7. A ... is a person who buys new issues of shares hoping to sell them quickly at a profit.**
a. Bear b. bull
c. dog d. stag
- 8. I've put part of the money into an instant ... account.**
a. Access b. excess
c. exit d. entrance
- 9. Bonds issued by the government are often known as**
a. Golds b. guilts
c. gilts d. debits
- 10. What kind of ... can I expect on my investment?**
a. Reward b. prize
c. surplus d. return
- 11. You should have as diversified ... of shares as possible.**
a. Case b. file
c. portfolio d. folder
- 12. In real ... , the \$1,000 you invested would be worth \$5,000 today.**
a. Words b. facts
c. factors d. terms
- 13. The higher the risk you ... , the more money you could make.**
a. Take b. do
c. make d. invest

14. The market has been extremely ... over the past few years.
- a. Volatile b. wavering
c. shocking d. moving
15. By mistake we have undercharged her so we'll have to send her a ... note for the amount.
- a. Debt b. credit
c. debit d. credit-worthy

Test № 32

Special areas Accounting

Заполните пропуски, выбрав один из вариантов A, B, C, D.

1. It's up to the accountant ... to the various financial statements.
- a. interpret b. intercept
c. invent d. translate
2. The bookkeeper keeps a record of every financial
- a. Action b. transaction
c. entry d. transcription
3. It's essential to ... the invoice number in any correspondence.
- a. estimate b. quote
c. say d. tell
4. The ... of the invoice goes to the customer, another copy goes to sales, and we keep the other one here in accounts.
- a. photocopy b. issue
c. top copy d. account
5. We're in ... with our supplier over this invoice so don't pay it until you hear from me.
- a. argument b. dispute
c. agreement d. distress
6. We send a ... to customers who haven't settled their accounts.
- a. reminder b. remainder
c. remembrance d. memory
7. If these figures could be ... into parts and labour it would make them easier to understand.
- a. set up b. broken down
c. rounded up d. laid down

- 8. This company has a weekly ... of about £ 100,100.**
 a. Pay b. payroll
 c. salary d. wage
- 9. Buying that new machinery has seriously ... our reserves.**
 a. depreciated b. depleted
 c. depressed d. deprived
- 10. By examining the balance ... and other documents we were able to find out that the company was not doing as well as they claimed.**
 a. Slip b. ledger
 c. account d. sheet
- 11. Surely we can set some of these expenses ... tax.**
 a. Against b. for
 c. on d. from
- 12. The rent for the office is already 3 months**
 a. overtime b. in the red
 c. in demand d. overdue
- 13. Due to the economic climate we have had to ... more bad debts this year than ever before.**
 a. tell of b. write off
 c. find out d. note down
- 14. Do they have enough working ... to keep trading?**
 a. Capital b. expenses
 c. accounts d. currency
- 15. Such items as buildings and machinery are known as ... assets.**
 a. Current b. hidden
 c. fixed d. liquid

Test № 33

Special areas Industrial relations

Заполните пропуски, выбрав один из вариантов A, B, C, D.

- 1. Where there was a closed ... agreement an employer could not hire non-union workers.**
 a. Shop b. work
 c. factory d. business

2. **Talks must take place within ... of the national agreement.**
 - a. network
 - b. contest
 - c. framework
 - d. working party
3. **We feel that salaries should at least keep ... with inflation.**
 - a. Step
 - b. still
 - c. place
 - d. pace
4. **They proposed to minimize the effect of redundancy by relying on natural**
 - a. wastage
 - b. waste
 - c. time-wasting
 - d. washing away
5. **With ... bargaining the unions negotiate on behalf of groups of workers, not individuals.**
 - a. collected
 - b. collection
 - c. collective
 - d. collecting
6. **Depending on the result of the ballot, they may... a strike.**
 - a. Name
 - b. call
 - c. make
 - d. do
7. **If they work to ..., the job might not be completed on time.**
 - a. Rule
 - b. order
 - c. rules
 - d. regulation
8. **The increase will be ... on employees agreeing to a scheme to improve productivity.**
 - a. Linked
 - b. connected
 - c. dependent
 - d. joined
9. **Union members were asked not to cross the ... line.**
 - a. boycott
 - b. strike
 - c. picket
 - d. boundary
10. **The union seemed powerless to stop the ... strikes.**
 - a. wildcat
 - b. mad dog
 - c. bald eagle
 - d. mad bull
11. **The employers tried a ... to force the staff to accept their terms.**
 - a. lock-up
 - b. makeup
 - c. lockout
 - d. knock-down

- 12. We've decided to recommend a half-day ... strike in support of our claim.**
- a. voucher b. token
c. backing d. symbol
- 13. As we agreed to ... arbitration, we'll have to accept the decision.**
- a. voluntary b. free
c. binding d. party
- 14. They voted to ... and try to prevent the factory from closing.**
- a. set out b. sit out
c. sit in d. set up
- 15. As the unions have concentrated on the lower-paid workers in previous negotiations, ... have been eroded.**
- a. differences b. definitions
c. demonstrations d. differentials

Test № 34

Special areas Insurance

Заполните пропуски, выбрав один из вариантов A, B, C, D.

- 1. Insurance companies can be considered as professional ... takers.**
- a. Life b. risk
c. chance d. misfortune
- 2. Some of the language in insurance ... is incomprehensible to most ordinary people.**
- a. premiums b. policies
c. rates d. invoices
- 3. The company will ... the policy – holder against loss of or damage to the insured vehicle.**
- a. identify b. respect
c. indemnify d. engage
- 4. Insurance companies like you to ... your claim as soon as possible.**
- a. Process b. submit
c. assure d. proceed

- 5. Go to an insurance ... and see if you can get a better deal.**
- a. breaker
 - b. broker
 - c. speculator
 - d. merchant
- 6. In these inflationary times it is important to keep the value of your policy closely ... to the value of your property.**
- a. adapted
 - b. linked
 - c. indicated
 - d. dependent
- 7. My insurance company offers a wide ... of cover.**
- a. Range
 - b. branch
 - c. rank
 - d. standard
- 8. His insurance company had told him not to admit ... , even though it was clearly his fault.**
- a. Legality
 - b. likelihood
 - c. liability
 - d. crime
- 9. My endowment policy will ... when I'm sixty - five.**
- a. Ripen
 - b. mature
 - c. flourish
 - d. break
- 10. ... insurance originated in the fifteenth century.**
- a. Boat
 - b. sea
 - c. Navy
 - d. Marine
- 11. The ... form you fill in is the basis of your contract with the insurance company.**
- a. proposition
 - b. application
 - c. enrolment
 - d. proposal
- 12. The insurance will be ... if you omit any relevant information .**
- a. void
 - b. valid
 - c. invaluable
 - d. priceless
- 13. You're allowed 30 days' ... for the payment of the renewal premium.**
- a. Grace
 - b. favour
 - c. way
 - d. permission
- 14. Make sure all this equipment is insured ... accidental damage.**
- a. Over
 - b. against
 - c. with
 - d. from

15. After ... our training programme, we made some changes.

- a. evaluating
- b. valuing
- c. vindicating
- d. validating

Test № 35

Special areas International trade

Заполните пропуски, выбрав один из вариантов A, B, C, D.

1. Many countries, such as the United Kingdom and New Zealand, are ... dependent on international trade.

- a. favourably
- b. heavily
- c. perfectly
- d. grossly

2. The fact that labour costs are lower in other countries... us at a tremendous disadvantage..

- a. Makes
- b. does
- c. puts
- d. sells

3. If a country has a ... currency, importers and exporters may have to keep changing the prices of their goods.

- a. swimming
- b. flying
- c. flowing
- d. floating

4. Some countries try to be ... to certain commodities so that they are not dependent on imports.

- a. economic
- b. sufficient
- c. self-sufficient
- d. self-financing

5. It's better to start exporting on a small ... and then expand if things go well.

- a. measure
- b. measurement
- c. scale
- d. rate

6. Because of high shipping costs, it made more sense to ... a manufacturer to produce our range of furniture.

- a. license
- b. lease
- c. control
- d. handle

7. The government has imposed protective tariffs to stop the ... of cheap imports which threatened to destroy domestic industries.

- a. Rain
- b. famine
- c. flood
- d. storm

8. Some manufacturers were accused of ..., in other words selling goods abroad at a lower price than they were sold domestically.

- a. dumping
- b. revaluing
- c. flooding
- d. devaluation

9. Employing more staff has reduced our ... time in the port.

- a. Turning
- b. turn-round
- c. turn back
- d. turnover

10. The technical ... for electrical equipment can vary from country to country.

- a. justification
- b. rules
- c. specifications
- d. uniforms

11. Many goods coming here are subject ... customs duty.

- a. For
- b. to
- c. of
- d. with

12. Among other things, a ... contains details of the goods, their destination and the name of the ship carrying them.

- a. bill of lading
- b. way-bill
- c. bill of exchange
- d. receipt

13. The person the goods are sent to is called a

- a. consignor
- b. consignee
- c. commissioner
- d. master

14. She looked at the ... to check where the goods were produced.

- a. certificate of origin
- b. test certificate
- c. post mark
- d. trademark

15. Because of the recession, several ships have been laid

- a. off
- b. out
- c. down
- d. up

Test № 36

Special areas Personnel

Заполните пропуски, выбрав один из вариантов A, B, C, D.

1. The personnel department ... a job analysis, which is a detailed study of the elements and characteristics of each job.

- a. carries on
- b. carries out
- c. goes on
- d. goes through

2. **They write a job description specifying the ... of the job.**
 - a. Objects
 - b. objectives
 - c. results
 - d. characters
3. **You should encourage employees ... openly about any problems.**
 - a. for speaking
 - b. to tell
 - c. to say
 - d. to speak
4. **The first step in the disciplinary procedure is an ... reprimand.**
 - a. Aural
 - b. oral
 - c. open
 - d. overt
5. **She doesn't seem to ... very well with other secretaries.**
 - a. come on
 - b. get on
 - c. get by
 - d. get through
6. **By organizing job ... you can give staff experience in many different departments.**
 - a. revolution
 - b. recycling
 - c. circulation
 - d. rotation
7. **Training new staff is ..., so you must pick the right person.**
 - a. Costly
 - b. priceless
 - c. valuable
 - d. cost-effective
8. **We have a policy of ... our own employees first for any vacancies.**
 - a. thinking
 - b. considering
 - c. asking
 - d. telling
9. **Tests are used to measure the applicant's ... for the job.**
 - a. attitude
 - b. success
 - c. discrimination
 - d. aptitude
10. **The personnel department helps to organize an ... programme for each new employee.**
 - a. orientation
 - b. orienteering
 - c. inducement
 - d. endurance
11. **Highly-skilled jobs are usually advertised in the ... media, such as technical magazines.**
 - a. Special
 - b. speciality
 - c. specialist
 - d. specialisation

12. His work is generally satisfactory but unfortunately he has a ... against his supervisor.

- a. Hatred
- b. dissatisfaction
- c. disagreement
- d. grudge

13. “Why does the personnel manager always ... me? I’m not the only one who comes late”.

- a. pick up
- b. pick on
- c. pick with
- d. pick out

14. In cases of ... we sometimes make loans to employees.

- a. hard cash
- b. hardship
- c. hard labour
- d. hard sell

15. Positive ... is essential so that staff know that their efforts are appreciated.

- a. feedback
- b. discrimination
- c. commentary
- d. notification

Test № 37

Special areas Management

Заполните пропуски, выбрав один из вариантов A, B, C, D.

1. You must keep staff ... , especially when things get difficult.

- a. generated
- b. motivated
- c. frustrated
- d. electrified

2. Weigh up the ... of each alternative before deciding.

- a. Checks
- b. assets
- c. pros and cons
- d. profits

3. A good manager must be able to handle ... situations.

- a. sensible
- b. impressive
- c. touching
- d. touchy

4. He decided to let-things ..., so he dropped the subject until later.

- a. Freeze
- b. ice over
- c. cool down
- d. flare up

5. She ... creating a better atmosphere amongst the staff.

- a. set about
- b. set off
- c. set out
- d. set down

- 6. We need to have ... arrangements in case things don't work out.**
 a. container b. contingency
 c. consolidated d. consecutive
- 7. In a meeting you must stop people talking at... purposes.**
 a. opposite b. angry
 c. cross d. opposing
- 8. Why doesn't he stick to the point? He's always going off**
 a. at an angle b. at a tangent
 c. by the way d. on the side
- 9. It's always difficult when a team is working... a deadline.**
 a. In b. at
 c. to d. opposite
- 10. Try to ensure that each employee's ... is not too great.**
 a. workload b. working practice
 c. work-to-rule d. working party
- 11. Those who can't manage their time efficiently always have high stress**
 a. grades b. standards
 c. performances d. levels
- 12. The more responsibilities she ... , the more mistakes she made.**
 a. took off b. took on
 c. took down d. took out
- 13. I hope the project continues to run as ... as it has so far.**
 a. Calmly b. confidently
 c. smoothly d. wisely
- 14. After ... many unforeseen obstacles they just managed to meet her deadline.**
 a. overtaking b. overcoming
 c. overwhelming d. overriding
- 15. What can we do to improve ... in this department.**
 a. Morale b. mortality
 c. moral d. temperament

Test № 38

Special areas The Law

Заполните пропуски, выбрав один из вариантов A, B, C, D.

- 1. The company took out an ... to prevent the newspaper from publishing the story.**
 - a. incentive
 - b. injunction
 - c. inducement
 - d. induction
- 2. Every business must operate within the legal ... of the country.**
 - a. Pattern
 - b. standard
 - c. framework
 - d. requirement
- 3. They have changed the wording on the packing to ... the new regulations.**
 - a. comply with
 - b. come to
 - c. call up
 - d. take up
- 4. An employer is not allowed to discriminate ...an employee because of race or colour.**
 - a. For
 - b. between
 - c. with
 - d. against
- 5. You realize that you will be ... for any debts incurred if you sign this agreement?**
 - a. Likely
 - b. apt
 - c. liable
 - d. bound
- 6. If you fail to deliver on time you will be in ... of contract.**
 - a. Break
 - b. failure
 - c. fault
 - d. breach
- 7. The company threatened to ... the newspaper for libel unless an immediate apology was published.**
 - a. Court
 - b. sue
 - c. subject
 - d. slander
- 8. As this is the first case of its kind it really depends on how the court ... the law.**
 - a. interprets
 - b. translates
 - c. explains
 - d. performs

9. Until you can prove you have a legal ... to the property, we are not prepared to do business with you.

- a. Claim b. responsibility
- c. action d. status

10. They proved that the accident was the result of his

- a. negligent b. responsibility
- c. negligence d. competence

11. They paid £ 1 million in ... because of those faulty components.

- a. damage b. compensation
- c. harm d. errors

12. We can't use that name because it's a registered

- a. trademark b. patent
- c. logo d. copyright

13. I think we should ... our lawyers before signing any agreement.

- a. Confirm b. contract
- c. consign d. consult

14. The new law will strengthen ... against unfair dismissal.

- a. safeguards b. prevention
- c. grants d. avoidance

15. Litigation is on the ... as consumers become more conscious of their rights.

- a. Surge b. escalation
- c. development d. rise

Ключи к лексико-грамматическим тестам пособия «Деловой английский»

UNIT I . Building up a Business

Test 1. 1b; 2a; 3b; 4c; 5c; 6a; 7b; 8c; 9a; 10c.

Test 2. 1b; 2a; 3c; 4c; 5b; 6a; 7c; 8a; 9c; 10b.

UNIT II. Forms of Business Activities

Test 3. 1c; 2a; 3b; 4c; 5a; 6c; 7b; 8a; 9c; 10a.

Test 4. 1B; 2C; 3C; 4C; 5A; 6B; 7B; 8A; 9C; 10B.

UNIT III. Organization of a Company

Test 5. 1a; 2b; 3c; 4c; 5a; 6b; 7c; 8a; 9c; 10b.

Test 6. 1b; 2c; 3a; 4b; 5a; 6c; 7b; 8c; 9d; 10a.

UNIT IV. Marketing Research

Test 7. 1b; 2c; 3a; 4b; 5b; 6a; 7c; 8c; 9a; 10c.

Test 8. 1b; 2c; 3d; 4a; 5c; 6d; 7c; 8c; 9d; 10b.

UNIT V. Wholesaling

Test 9. 1b; 2a; 3b; 4c; 5a; 6c; 7a; 8b; 9a; 10c.

Test 10. 1b; 2c; 3b; 4c; 5a; 6b; 7c; 8a; 9a; 10b.

UNIT VI. Retailing

Test 11. 1b; 2b; 3c; 4c; 5a; 6c; 7a; 8b; 9a; 10c.

Test 12. 1a; 2b; 3a; 4a; 5b; 6b; 7a; 8c; 9a; 10c.

UNIT VII. Pricing

Test 13. 1b; 2c; 3b; 4b; 5a; 6c; 7b; 8c; 9b; 10a.

Test 14. 1b; 2a; 3c; 4a; 5c; 6a; 7b; 8c; 9a; 10c.

UNIT VIII. Corporate Finance

Test 15. 1a; 2b; 3c; 4a; 5b; 6a; 7b; 8a; 9c; 10b.

Test 16. 1a; 2c; 3b; 4c; 5b; 6a; 7c; 8c; 9b; 10c.

UNIT IX. Banking

Test 17. 1c; 2a; 3a; 4c; 5b; 6c; 7b; 8b; 9a; 10c,

Test 18. 1a; 2b; 3d; 4c; 5c; 6a; 7b; 8a; 9c; 10c.

UNIT X. Sales

Test 19. 1a; 2b; 3c; 4b; 5a; 6c; 7a; 8c; 9a; 10c.

Test 20. 1b; 2a; 3a; 4c; 5a; 6a; 7c; 8b; 10a.

UNIT XI. Advertizing

Test 21. 1a; 2b; 3c; 4b; 5a; 6c; 7b; 8a; 9c; 10a.

Test 22. 1a; 2b; 3c; 4b; 5a; 6c; 7b; 8c; 9a; 10b.

Ключи к лексико-грамматическим тестам по страноведению

Test 23. Anna and Helen

1b; 2c; 3b; 4a; 5c; 6b; 7c; 8a; 9b; 10c; 11a; 12c; 13a; 14b; 15b; 16a; 17c; 18a; 19b; 20c.

Test 24. Cambridge

1a; 2b; 3c; 4c; 5b; 6a; 7a; 8c; 9c; 10a; 11b; 12a; 13c; 14d; 15a; 16a; 17b; 18c; 19c; 20a.

Test 25. New Opportunities with an Open University Degree

1c; 2a; 3c; 4a; 5a; 6a; 7b; 8c; 9b; 10b; 11c; 12c; 13a; 14b; 15c; 16a; 17a; 18c; 19a; 20b

Test 26. The United Kingdom of Great Britain and Northern Ireland

1a; 2b; 3c; 4c; 5b; 6d; 7b; 8a; 9b; 10b; 11c; 12a; 13a; 14a; 15c; 16b; 17c; 18c; 19a; 20b/

Test 27. London

1a; 2b; 3c; 4c; 5a; 6a; 7b; 8d; 9c; 10c; 11a; 12b; 13b; 14a; 15c; 16c; 17a; 18b; 19c; 20b.

Test 28. My Speciality

1b; 2c; 3c; 4a; 5c; 6b; 7c; 8a; 9c; 10a; 11b; 12c; 13b; 14a; 15a; 16c; 17b; 18a; 19a; 20c.

Ключи к дополнительным тестам

Test 29. Buying and Selling

1b; 2b; 3b; 4c; 5d; 6c; 7b; 8a; 9d; 10a; 11c; 12c; 13b; 14a; 15b.

Test 30. Public Relations

1b; 2c; 3a; 4b; 5a; 6c; 7a; 8b; 9c; 10b; 11c; 12c; 13d; 14c; 15b.

Test 31. Investing

1b; 2d; 3a; 4b; 5b; 6a; 7d; 8a; 9d; 10a; 11c; 12d; 13a; 14b; 15b.

Test 32. Accounting

1c; 2b; 3b; 4a; 5c; 6a; 7b; 9b; 10d; 11b; 12d; 13b; 14a; 15a.

Test 33. Industrial Relations

1b; 2c; 3d; 4b; 5c; 6b; 7c; 8c; 9d; 10a; 11c; 12b; 13b; 14a; 15c.

Test 34. Insurance

1b; 2d; 3d; 4b; 5b; 6a; 7a; 8d; 9d; 10d 11b; 12a; 13d; 14b; 15d.

Test 35. International Trade

1b; 2c; 3d; 4c; 5c; 6a; 7c; 8d; 9a; 10c; 11d; 12a; 13d; 14a; 15d.

Test. 36 Personnel

1a; 2b; 3a; 4; 5b; 7a; 8b; 9d; 10a; 11a; 12d; 13d; 14b; 15d.

Test 37. Management

1b; 2c; 3a; 4a; 5a; 6d; 7c; 8c; 9d; 10a; 11d; 12b; 13c; 14b; 15a.

Test 38. The Law

1a; 2c; 3b; 4b; 5b; 6d; 7b; 8a; 9b; 10c; 11a; 12a; 13d; 14a; 15a.

ОГЛАВЛЕНИЕ

Предисловие.....	3
Unit I. Building up a Business	
Test 1.....	4
Test 2.....	4
Unit II. Forms of Business Activities	
Test 3.....	5
Test 4.....	6
Unit III. Organization of a Company	
Test 5.....	7
Test 6.....	8
Unit IV Marketing Research	
Test 7.....	9
Test 8.....	10
Unit V Wholesaling	
Test 9.....	11
Test 10.....	11
Unit VI. Retailing	
Test 11.....	12
Test 12.....	13
Unit VII. Pricing	
Test 13.....	14
Test 14.....	15
Unit VIII. Corporate Finance	
Test 15.....	15
Test 16.....	16
Unit IX. Banking	
Test 17.....	17
Test 18.....	18
Unit X. Sales	
Test 19.....	19
Test 20.....	19
Unit XI. Advertising	
Test 21.....	20
Test 22.....	21

Лексико-грамматический тест № 23.....	22
Лексико-грамматический тест № 24.....	23
Лексико-грамматический тест № 25.....	25
Лексико-грамматический тест № 26.....	26
Лексико-грамматический тест № 27.....	27
Лексико-грамматический тест № 28.....	29

Supplementary Tests

Test № 29. Buying and Selling.....	31
Test № 30. Public relations.....	32
Test № 31. Investing	34
Test № 32. Accounting	36
Test № 33. Industrial relations.....	37
Test № 34. Insurance	39
Test № 35. International trade	41
Test № 36. Personnel.....	42
Test № 37. Management	44
Test № 38. The Law.....	46
Keys	47

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ДЕЛОВОЙ АНГЛИЙСКИЙ

Учебное пособие для тестирования

Подписано в печать 01.07.13.

Формат 60x84/16. Усл. печ. л. 3,02. Тираж 100 экз.

Заказ

Издательство

Владимирского государственного университета
имени Александра Григорьевича и Николая Григорьевича Столетовых.
600000, Владимир, ул. Горького, 87.