



## SELF ASSESSMENT TEST

### BUSINESS ENGLISCH: A2 – B2

Thank you for your interest in our self-assessment test. This test should give you an idea how good your current business English skills are, and help you to decide whether you are ready to join one of our BEC Vantage preparation courses. We wish you good luck and hope you will have fun doing this test.

**Time** 90 minutes

**Aids** No dictionaries or other aids allowed

**Correction** Correct your test yourself with the key available on pages 16 – 17. Every correct answer is awarded 1 point.

**Level** A2 – B2

### SCOREBOARD

BEREICH	POINTS
Paper 1 - Reading	30
Paper 2 – Use of English	40
Total	70

MY SCORE

### ASSESSMENT

POINTS SCORED	LEVEL
1 – 19	A2
20 - 49	B1
50 - 70	B2

RECOMMENDATION
A2 Course
B1 Business Course
B2 Business Course



## PAPER 1: READING

### PART 1

- Look at the export market reports about four central European countries.
- Which country does each statement refer to?
- For each sentence, mark one letter **A, B, C** or **D**.
- You will need to use some of the letters more than once.

#### Example

0. The location of this country could well have an impact on its future.

A	B	C	D
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

1. The majority of business in this country is privately-owned.
2. This is the fastest growing economy of the four countries.
3. This would be a good market for construction companies to enter.
4. In order to succeed in this country, you need to plan for the long term.
5. In this country there is little privately-owned industry.
6. A lot of money is invested in this country's energy sector.
7. This country imports a lot more than it exports.



- A** This was the first central European economy to emerge from recession and start growing stronger. Continued growth in the gross national product of five per cent or more is likely over the next few years. The privatisation of former state industries continues and major projects are being developed, notably in the power generation industry.
- B** Although the gross national product has been rising marginally in the last few years, the country is still facing economic difficulties, most notably a large trade deficit. Despite these problems, its currency has remained stable against those of its major European trading partners. Privatisation is well advanced, with 79 per cent of wealth now created by the private sector.
- C** Despite the government's privatisation programme, industrial production is still dominated by large state-owned manufacturing enterprises. However, smaller private companies are starting to emerge, particularly in the service sector. The country is placing a high priority on rebuilding and modernising its infrastructure and a wide range of products and services are actively being sought.
- D** The country's transformation into a market economy has been slow and difficult. However, with its strategic position, substantial natural resources and skilled and multi-lingual workforce, it is likely to become a major European industrial and trading power. Export success in this market requires careful research, patience and lengthy commitment.



## PART 2

- Read the article about the South African economy.
- Choose the best sentence from the following page to fill each of the gaps.
- For each gap, **8 – 12**, mark one letter **A - G**.
- Do not use any letter more than once.
- There is an example at the beginning. **(0)**

### THE SOUTH AFRICAN ECONOMY

*South Africa is a promising business prospect. It has many resources that are just waiting to be exploited by enterprising foreign investors. The country's mineral wealth is still critical to the economy, accounting for 32 per cent of foreign exchange earnings. (0)   G  . It remains the country's third largest export. Platinum is the largest commodity, followed by gold and coal, although gold's importance to the economy is lessening now that its price has become more volatile.*

*But the South African market today is dominated by the financial services and manufacturing sectors, each contributing more than twice as much to the GDP as mining. (8)           . The full range of services, from commercial, merchant and retail banking to mortgage lending and insurance, is provided by both local and foreign institutions. The manufacturing sector is still South Africa's largest employer and represents well over 20 per cent of the GDP. (9)           . Historically, manufacturing has suffered from structural weakness dating back to the protectionism of the apartheid years, which reduced its competitiveness. (10)           . This trend is likely to continue with the weakening of the rand.*

*The income from overseas visitors coming to South Africa on holiday continues to grow in importance, amounting to 10 per cent of the GDP. With so many countries now affected by terrorist threats and other kinds of unrest, South Africa is regarded as a relatively safe destination. In particular, the city of Cape Town is proving its popularity as an all-year round holiday resort. (11)       . In fact, the number of cruise liners which dock at Cape Town is expected to go up from the usual 10 to nearly 50 this year.*

*The government is also looking to eco-tourism as a major source of job creation. It is, for example, recruiting unemployed people to uproot alien vegetation (i.e. vegetation which is not native to the region). (12)           . Furthermore, the government has recently entered into a formal agreement with Zimbabwe and Mozambique to join together a number of game parks, which will ultimately form a 100,000 sq km game reserve.*



### Example

	A	B	C	D	E	F	G
(0)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- A** Nevertheless, manufacturing production has soared lately as a result of lower interest rates and renewed economic growth and stronger demand for exports.
- B** Alien plants not only absorb three million cubic metres more water a year than normal vegetation, but they also post a serious fire risk.
- C** The world-class financial sector is supported by a sound legal framework and is highly competitive.
- D** Nor has the continuing fluctuation of the US dollar against the rand helped the domestic economy.
- E** Tourism has received a further boost as cruise liners have been docking at South African ports in order to avoid the Suez Canal and the Middle East trouble spots.
- F** It is dominated by metal and engineering, which produces 60 per cent of Africa's steel and ranks among the world's best.
- G** It provides a huge market for local suppliers as well as direct employment for more than 400,000 in nearly 700 mines.



## PART 3

- Read the newspaper article about someone who works in a large hotel, and the questions on the following page.
- For each question **13 – 18**, mark one letter (**A, B, or C**) for the answer you choose.

### FIVE-STAR HOTEL

*Hong Kong's dynamic architecture gives it a skyline that is considered to be one of the most stunning in the world. It is also the home to one of the leading hotels on the planet, the Mandarin Oriental, which has 540 rooms.*

*Ivy Lee, 34, a personal assistant to the general manager, believes she knows the key to the hotel's success: "All the staff go beyond the guest's expectations. There is a team spirit which make it seem like an extended family."*

*Before taking up her present post five years ago, Mrs Lee trained at secretarial college and worked for an insurance company and a business centre. She has also worked at another hotel in the same group as secretary to the technical services director. "I guess I always knew I wanted to work in the service industry," she says.*

*Her official hours at the Mandarin are 9 am to 5.30 pm but Mrs Lee is in the office by 8.30 am and often stays until as late as 8 pm. "The thing about hotel work is that although I have a list of things to complete during the day, I may have to drop them and react to another request," she explains. Guests at 5-star hotels can be demanding and*

*Mrs Lee often receives calls from individuals who ask for the general manager instead of dialling housekeeping. She handles calls and passes on requests to the relevant department. "We all communicate and things happen swiftly."*

*Every morning she attends a 45-minute meeting with the general manager and department managers at which she delivers details on their visitors for the day. All their preferences are discussed. Before the meeting, Mrs Lee assesses this information from a profile of guests which is kept on computer. She stresses that she is very careful as it is confidential. She then checks VIP arrivals, goes through the manager's diary and checks his calls. "He is demanding but very approachable," she says.*

*While hours may be long, the job is not all bad. The hotel overlooks Victoria harbour and is close to major fashion stores. Managers mix with other staff in the free canteen. This gives staff the opportunity to find out what is going on in other sections of the hotel. Mrs Lee also has a laundry allowance and gets discounts on products sold in the hotel shops. To deal with any stress, she joins her friends at a yoga class once a week.*



13. What does the personal assistant think is the reason for the hotel's success?
- A the attitude towards families
  - B the type of guests they receive
  - C the co-operation between employees
14. When discussing her career background, Mrs Lee says that
- A she had a clear idea about where she wanted to work.
  - B she needed more than secretarial training for her present job.
  - C she took some time to realise what she wanted to do.
15. What does Mrs Lee say about her working day?
- A Her official duties keep increasing.
  - B The hours are not typical of hotel work.
  - C She sometimes has to deal with the unexpected.
16. The writer suggests that some of the Mandarin's guests
- A use the telephone too much.
  - B expect a lot of personal attention.
  - C complain when they do not get enough attention.
17. During the morning meeting, Mrs Lee
- A discusses any problems she is having.
  - B provides information on current guests.
  - C takes notes on her personal computer.
18. Which of the following does the writer think is an advantage of Mrs Lee's job?
- A the location of the hotel
  - B the standard of food in the hotel
  - C the variety of people who visit the hotel



## PART 4

- Read the text below about applying for a job.
- Choose the correct word to fill each gap on the following page.
- For each question **19 – 30**, circle one letter (**A, B, C or D**) for the answer you choose.
- There is an example at the beginning (**0**).

### JOB HUNTING

So you're out of work and looking for a new job. Don't panic! The first thing you have to accept is that job hunting is a full-time **(0)**   B  . Although it is **(19)** \_\_\_\_\_ to exploit your free time, don't start sleeping late or watching TV all day. Get up at your **(20)** \_\_\_\_\_ hour, shower, eat breakfast and go to work.

Effective and comprehensive research into any company you are interested in working for **(21)** \_\_\_\_\_ potential employers that you do your homework and **(22)** \_\_\_\_\_ ahead of other applicants. Increase your opportunities by researching a large number of companies within your **(23)** \_\_\_\_\_ industries and geographic region. Study a target company's last three annual reports, promotional sales materials, trade publications and relevant magazine articles to **(24)** \_\_\_\_\_ yourself with the company's corporate culture and industry as a whole. Don't forget the internet, which can be very helpful when you are **(25)** \_\_\_\_\_ facts to use during interviews or in writing CV's.

Professional associations are a great **(26)** \_\_\_\_\_ for job opportunities, advice and research. They also offer opportunities to network. Through them, you can contact other professionals to **(27)** \_\_\_\_\_ them about your goals and ask for guidance.

Finally, you could approach a company with a letter introducing yourself and enquiring about possible opportunities. If you do this, **(28)** \_\_\_\_\_ it up with a timely phone call, which should be short and to the **(29)** \_\_\_\_\_. Check that your letter was received and ask if any additional information is required. If necessary **(30)** \_\_\_\_\_ your message on their voice mail.

If you follow these steps, they could lead you to the job you want.





**Example**

0    **A**    profession    **B**    occupation    **C**    position    **D**    appointment

A	B	C	D
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

19.   **A**    convincing    **B**    persuading    **C**    tempting    **D**    promising

20.   **A**    usual    **B**    general    **C**    daily    **D**    typical

21.   **A**    proves    **B**    shows    **C**    appears    **D**    seems

22.   **A**    keep    **B**    hold    **C**    carry    **D**    maintain

23.   **A**    preferable    **B**    settled    **C**    desirable    **D**    chosen

24.   **A**    understand    **B**    familiarise    **C**    comprehend    **D**    analyse

25.   **A**    piling    **B**    raising    **C**    collecting    **D**    heaping

26.   **A**    resource    **B**    supply    **C**    reserve    **D**    stock

27.   **A**    tell    **B**    explain    **C**    say    **D**    describe

28.   **A**    make    **B**    run    **C**    take    **D**    follow

29.   **A**    item    **B**    point    **C**    detail    **D**    particular

30.   **A**    set    **B**    get    **C**    leave    **D**    lay



## PAPER 2: USE OF ENGLISH

### PART 1 – GRAMMAR

- Complete the following sentences by putting the verbs in brackets into either the **past simple** or **past continuous**. (1-4)
- For each correct sentence, 1 point is allotted.
- There is an example at the beginning (0).

#### Example

0. The CEO was explaining (explain) his proposal when the Chief Engineer interrupted (interrupt) him.
1. When he \_\_\_\_\_ (finish) reading the article in the Financial Times, he \_\_\_\_\_ (give) it to me.
2. Everyone \_\_\_\_\_ (wait) for the meeting to begin when he \_\_\_\_\_ (call) to say he was stuck in a traffic jam.
3. I \_\_\_\_\_ (find) the missing file while I \_\_\_\_\_ (look) for some other documents.
4. While I \_\_\_\_\_ (negotiate) the Pfizer contract, my boss \_\_\_\_\_ (phone) me to say he wanted completely different conditions.



- Complete the following sentences by putting the verbs in brackets either into the **present simple**, the **past simple** or the **present perfect**. (5-8).
- For each correct sentence, 1 point is allotted.
- There is an example at the beginning (0).

### Example

0.   Have you seen   (see) my laptop? I'm sure I   left   (leave) it on the table.
5. I \_\_\_\_\_ (never/speak) to him, but I \_\_\_\_\_ (see) his assistant yesterday.
6. John \_\_\_\_\_ (work) for WorldCom now – he \_\_\_\_\_ (be) there for more than five years.
7. The company is doing very well. Last year sales \_\_\_\_\_ (go up) by 12%, and so far this year they \_\_\_\_\_ (go up) another 8%.
8. I \_\_\_\_\_ (work) for Toyota since last year, but now I want to change jobs.  
\_\_\_\_\_ (you/hear) of any vacancies?
9. We \_\_\_\_\_ (operate) all over South-East Asia. Recently we \_\_\_\_\_ (establish) branches in Singapore and Hong Kong.
10. I \_\_\_\_\_ (just/meet) Andrew Jackson from Soundtronic Ltd.  
\_\_\_\_\_ (you/know) him?



- Complete the second sentence so it has the similar meaning to the first sentence. (11-15).
- For each correct sentence, 1 point is allotted.
- There is an example at the beginning (0).

### Example

0. Roger Moore from Marketing lent me this book.

\_\_\_\_\_ *was lent* \_\_\_\_\_ this book by Roger Moore from Marketing.

11. Thousands of commuters see this advert every day.

This advert \_\_\_\_\_ by thousand of commuters every day.

12. Highly trained technicians are servicing all our machines.

All our machines \_\_\_\_\_ by highly trained technicians.

13. We cannot ship your order until we receive payment.

Your order \_\_\_\_\_ until we receive payment.

14. They will not finish the project by the end of the month.

The project \_\_\_\_\_ by the end of the month.

15. They have closed fifty retail outlets over the last two years.

Fifty retail outlets \_\_\_\_\_ over the last two years.



- Complete the sentences (16-20) with the verbs from the list below.
- Choose either the *-ing-form* or *to + infinitive*.
- There is an example at the beginning (0).

advertise	take	sign	deliver	<del>postpone</del>	fly
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### Example

0. May I suggest postponing the meeting to next week?

16. He refused \_\_\_\_\_ the contract before he had spoken to his boss.

17. It was only in court that the minister admitted \_\_\_\_\_ bribes?

18. I can't afford \_\_\_\_\_ business class all the time.

19. There is no point \_\_\_\_\_ this brand on TV, it would cost too much.

20. You promised \_\_\_\_\_ the goods in April, and it's now May.

- Complete the sentences with the appropriate preposition. (21-25).
- There is an example at the beginning (0).

### Example

0. Have you received a reply to the email you sent yesterday.

21. The demand \_\_\_\_\_ oil is very cyclical.

22. What's the matter \_\_\_\_\_ your PC? – Has it crashed?

23. Last year there was a fall \_\_\_\_\_ unemployment.

24. Does anyone have any objection \_\_\_\_\_ that proposal? OK, it's agreed.

25. At the moment I can't think of a solution \_\_\_\_\_ the problem.





33. After struggling for three years, the company finally filed for \_\_\_\_\_.
- a.) failure    b.) bankruptcy    c.) collapse
34. We prepared a \_\_\_\_\_ to send to our 2.000 top customers.
- a.) mailshot    b.) marketing plan    c.) franchise
35. The inspector said the boxes of photocopier paper were a fire \_\_\_\_\_.
- a.) hazard    b.) precaution    c.) liability
36. Recent stock market \_\_\_\_\_ make it impossible to predict a trend.
- a.) excesses    b.) fluctuations    c.) improvements
37. We have problems meeting our targets due to a \_\_\_\_\_ of skilled workers.
- a.) short list    b.) short term    c.) shortage
38. The TV report about working conditions brought us a lot of bad \_\_\_\_\_.
- a.) word of mouth    b.) trade union    c.) publicity
39. Boarding will start at \_\_\_\_\_ 44. Have a nice flight.
- a.) lounge    b.) gate    c.) check-in
40. Do not forget to include two \_\_\_\_\_ at the end of your CV.
- a.) references    b.) evaluations    c.) records

**CONGRATULATIONS – YOU HAVE MADE IT!**  
**THIS IS THE END OF THE SELF-ASSESSMENT TEST.**



## KEY

Every correct answer is awarded with one point. You can score a maximum of 70 points.

### PAPER 1: READING

#### PART 1

1B 2A 3C 4D 5C 6A 7B

#### PART 2

8C 9F 10A 11E 12B

#### PART 3

13C 14A 15C 16B 17B 18A

#### PART 4

19C 20A 21B 22A 23D 24B 25C 26A 27A 28D 29B 30C

### PAPER 2: USE OF ENGLISH

#### PART 1 - GRAMMAR

1	finished; gave	2	was waiting; called
3	found; was looking	4	was negotiating; phoned
5	have never spoken; saw	6	works; has been
7	went up; have gone up	8	have worked; Have you heard
9	operate; have established	10	have just met; Do you know
11	is seen	12	are being serviced
13	cannot be shipped	14	will not be finished
15	have been closed	16	to sign





**HKV**  
A A R A U

17	taking	18	to fly
19	advertising	20	to deliver
21	for	22	with
23	in	24	to
25	to		

## **PART 2 – BUSINESS VOCABULARY**

26	C counterfeit	27	A warranty
28	C establishing	29	B policy
30	A outl	31	B recession
32	C withdraw	33	B bankruptcy
34	A mailshot	35	A hazard
36	B fluctuations	37	C shortage
38	C publicity	39	B gate
40	A references		