



## SELF ASSESSMENT TEST

### ENGLISCH: B1 – C1

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 CAE-Diploma preparation courses. We wish you good luck and hope you will have fun doing this test.

**Time** 100 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** B1 – C1

### SCOREBOARD

BEREICH	POINTS
Paper 1 - Reading	25
Paper 2 – Use of English	45
Total	70

MY SCORE

### ASSESSMENT

POINTS SCORED	LEVEL
1 – 29	B1
30 - 44	B2
45 - 70	C1

RECOMMENDATION
B1 Course
B2 Course
C1 Course



## PAPER 1: READING

### PART 1

- You are going to read a magazine article about job interviews.
- For questions **1-12**, decide which of the people hold these opinions.
- Choose from the list of people (**A-I**). Some of the people may be chosen more than once. When more than one answer is required, these may be given in any order.
- There is an example at the beginning (**0**).

#### PEOPLE

A Mary Pearce	F Albert Mehrabian
B Head Teacher	G Sheila Rice
C Simon Grant	H David Artesio
D Janet Goodwood	I Marian Woodall
E Director of Personnel	

Which person or people hold(s) these opinions?

You should not talk too much.

0	I
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You should not appear too keen.

1	
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Interviewees should prepare what they want to say.

2	
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3	
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The more important the job, the better you should dress.

4	
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Interviewers can tell how candidates feel.

5	
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6	
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Punctuality is more important than appearance.

7	
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Faulty communication can affect your chances of success.

8	
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9	
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The way you dress reflects your attitude to a job.

10	
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11	
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People should be able to wear what they like.

12	
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## INTERVIEW TIPS

First impressions are often lasting ones. Studies show that people form impressions about us within the first few minutes of meeting. They observe how we dress, our eye contact, our body movement and how fast or slowly we talk, our volume and tone of voice as well as our actual words.

**Mary Pearce** studied to be a teacher. She says, “I worked hard to earn my degree. When I finally graduated I was very confident.” She applied for a job at a nearby primary school and got an interview with the Head Teacher. “I noticed a small hole in my jacket that morning”, she recalls. “I would have changed, but I knew it would make me late, and I always think it’s important to be on time”. Mary didn’t get the job. In fact, one of her friends who also teaches at the school told her the **Head Teacher’s** only comment was, “If someone doesn’t take the time to present her best image at an interview, what kind of teacher is she going to be?”

As **Simon Grant**, hotel manager, says: ‘Interviewees who look as if they care about themselves are more likely to care about their jobs. People think it’s what’s inside that counts, but in an interview you should aim to come across in the best possible way.’

Yet many people ignore the importance of having a professional image. For example, **Janet Goodwood** worked for ten years as an administrative assistant in a large accounting firm. When the office manager retired, she applied for the position but wasn’t even given an interview. “I thought it was a mistake so I asked the **Director of Personnel** what had happened,” she says. “He told me I didn’t fit the image of an office manager. He suggested I improve my wardrobe before I applied again for promotion. I was shocked. I do a very good job and the way I dress shouldn’t make a difference.”

Movement and gestures will also influence an interviewer’s first impression of a candidate. Psychologist **Albert Mehrabian** has discovered that 7% of any message about our feelings and attitudes comes from the words we use, 38% from our facial expressions. When our facial expressions and our words send different messages, the listener will put more weight on the non-verbal message. So make sure your words agree with your body language. Mixed messages will only confuse the interviewer.

It is also important not to appear too desperate for the job or too eager to please. When **Sheila Rice**, a marketing specialist, applied for a promotion, her interview went so well she was offered the job on the spot. “I was delighted”, she recalls. “But I reacted to the offer with too much enthusiasm. Once the boss sensed how excited I was, he knew I wasn’t going to turn him down. Consequently he offered me a lower salary than I’d hoped for. I’m sure I could have got more had I managed to control my excitement.”

Finally, a consideration of what we say will contribute to the success of an interview. **David Artesio**, the manager of an employment agency, suggests that it’s a good idea to inform yourself about the company before you go for an interview. “The annual report, for example, will tell you about areas of company involvement. Mention an area that interests you during the interview. This will give a positive note and convince others of your interest in the company.”

Business consultant **Marian Woodall** suggests you have a few questions ready and avoid speaking in long, confused sentences. As she put it, “Poor communicators talk in paragraphs. Successful communicators talk in short sentences and even in highlighted points”.



## PART 2

- You are going to read a text about ice hockey in Great Britain. Once considered as a minority sport in Britain, it is becoming much more popular.
- For the following questions **13 – 19**, you must choose which of the paragraphs **A – H** fits into the numbered gaps in the following magazine article.
- There is one extra paragraph which does not fit in any of the gaps.





## SUPERSTARS ON ICE

The rink may be freezing but the atmosphere in the stadium is heating up, as rock classics blast out of the sound system. Twelve futuristic-looking warriors, clad from top to toe in riot-resistant armour, hit the ice. The game commences. The black rubber puck flies across the ice, through a crowd of sticks, and into the goal. Hundreds of hot-dog munching fans jump to their feet. Welcome to the British sport of ice hockey.

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As a result, ice hockey is more popular now than ever before. Although it always was the county's biggest indoor spectator sport, it still played second fiddle to outdoor sports like soccer and rugby. Now, however, thanks to this new league, several teams are attracting crowds of 8,000 - more than some professional soccer teams.

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In fact Superleague ice hockey now seems to have as much to do with show business as it does with sporting achievement. The Chief Executive Officer Bob Hooper takes this as a compliment. "As far as I'm concerned, we are entertainment first and a sport second", he says. The Superleague is following a North American blueprint in an ambitious attempt to make ice hockey more appealing to the young.

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Hooper remains unsympathetic. "Some-thing had to be done if we wanted to create a sport fit for the 21<sup>st</sup> century. The reality is, we needed a more commercially-driven league". The Superleague is now owned by nine constituent clubs and controlled by a board of directors largely made up of club owners. It has also adopted the franchise system from North America, whereby individuals or companies can buy the rights to own a Superleague team in a

particular city and to apply for sponsorship.

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Not every would-be team owner has had to pay for a stadium to secure one franchise however. Bob Zeller bought the franchise and set up the Giants team after learning of plans to build a major new leisure complex in his area, partly funded by a government grant. The Giants like other big sides, have succeeded by playing up the show business, avoiding competing directly with soccer, and targeting the family.

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The Superleague has also shown forward thinking by introducing a wages cap. Admittedly, teams can circumvent the cap by offering players packages that include a car or rent-free flat. But such a policy should at least prevent the boom-bust experience of the past, where teams simply could not meet the wage bill.

18

Even with good financial planning and the success of ice hockey teams in Cardiff, Manchester and Sheffield, establishing a new side in London was deemed essential to raise the game's national profile. Hooper was delighted when a big American corporation bought the London franchise and set up the London Knights

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Bob Hooper can see both sides of the argument. He too is concerned that the Superleague relies heavily on imported players, but has to balance this against the wishes of franchise owners for whom moving players about between teams that they oversee makes perfect business sense. Whatever the outcome of the problem, the future of British ice hockey is in the best possible hands.



- A** While applauding this idea, there remain some people, however, who are not so enthusiastic about the changes. Some of the more traditional ice-hockey associations are not convinced that this change of emphasis is wholly beneficial to the future of the sport.
- B** Such international interest in the game in Britain is a huge vote of confidence in the Superleague, but some fans are worried that it may affect the best British players. The fans argue that talented home-grown players may not get a chance to play, or will simply be trained up to go and play abroad for bigger North American or continental European teams under the control of the same franchise owners.
- C** There is an irony in all this. Not so long ago, ice hockey in Britain was in danger of withering away, the victim of competition from bigger sports and inadequate arenas. But the game's legislators have fought back with the introduction of a new Superleague, combining a solid business framework with a younger, trendier image.
- D** The strategy seems to be paying off – 43% of the Superleague audience is female and 38% of sales are sea-son tickets to a child accompanied by an adult.
- E** Indeed, Hooper points out that the Superleague has not been without its problems. One team, Basingstoke has been forced to drop out because it couldn't get planning permission for a new stadium. Others have run into financial trouble, and there was initial difficulty in attracting sponsorship.
- F** To match this demand, millions of pounds have been poured into setting up teams such as the London Knights, building new arenas and refurbishing old ones. This is helping to banish forever the old image of a minority sport played in gloomy, old-fashioned ice-rinks.
- G** "Consequently, we don't have the problems of rugby and soccer with inflated costs and dividends to the shareholders that can't be met", says Hooper. There are lessons here for the Football League, following forecasts that clubs in the lower divisions may face bankruptcy because of escalating salary demands from players.
- H** However, there is first the small matter of finding somewhere to play. "We're wholly dependent on the development of new arenas", admits Hooper. "I need to find someone with £50 million to invest in an arena before I can allow the to buy into the league".



## PART 3

- You are going to read an extract from a book. For questions **20-25**, choose the answer (A, B, C or D) which you think fits best according to the text.

### LEAVING THE CARIBBEAN

*They call Jamaica the “Island in the Sun”, and that is my memory of it. Of sunshine, warmth and abundant fruit growing everywhere, and of love. I was born on 2 April 1960 in St. Andrews in Kingston. There were two sisters ahead of me in the family, and though, of course, I didn’t know it, there was excited talk of emigration, possibly to Canada but more usually to England, the land of opportunity. I guess that plans were already being made when I was born, for a year so later my Dad left for London. Two years after that, when he had saved enough money, my Mum went as well, and my sisters and I were left in the care of my grandmother. I stayed with her, in her house near the centre of Kingston, until I was seven years old. My grandmother, therefore, shaped my life, and I believe I am all the better for it.*

*This was all fairly normal. Emigrating to better yourself was a dream for most Jamaicans, a dream many were determined to fulfil. Families were close and grandmothers were an important part of family life so, when the mass emigrations began, it seemed perfectly right and natural for them to take over the running of the families left behind. After all, they had the experience.*

*Grandmothers are often strict, but they usually also spoil you. At least, that is the way it was with mine. She ran the family like a military operation: each of us, no matter how young, had our tasks. I remember that we didn’t have a tap in the house, but used a communal tap from which we had to fill two barrels in our garden. Every morning, before we went to school, we all had to take a bucket appropriate to our size and run a relay from the communal tap to the barrels until they were full. In the beginning, when I was two or three, I couldn’t reach the barrel – but I still had to join in. My sisters had to sweep the yard before they went to school. My grandmother would give orders to the eldest and these were passed down – as I got older I found this particularly annoying! But I can tell you no one avoided their duties.*

*My Dad came over from England to see how we were getting on. I hadn’t known him when he had left Britain, but when I saw him I somehow knew that he was my father. He talked to us about the new country, about snow, about the huge city, and we all wanted to know more, to see what it was like. He also told me that I now had a younger brother, which made me feel excited and wonder what he could be like. I didn’t know it at the time, but he had come to prepare us for the move to England. Six months later my grandmother told me that I was going to join my parents and that she, too, was emigrating. It was the end of my time in the Caribbean, of the sheltered, warm, family life that I had known there, and the beginning of a new and exciting era.*

*London was strange and disappointing. There was no gold on the pavements, as the stories in Jamaica had indicated. Back home it had always been warm. Everyone was friendly and said ‘Hello’ when you passed by on the street; in Kingston you knew everybody and they knew you.*



*Here, it wasn't like that. The roads were busy, the buildings were grey and dull, with many tall, high-rise blocks. It was totally unlike Jamaica, the houses all small and packed close together. In my grandmother's house I had a big bedroom; here I had to share. At that age it was a great disappointment.*

*Worse was to come, because there followed a very cold winter, and I had never felt so cold in my life before. Then came the biggest shock: snow. White flakes came out of the sky and Dad smiled, pointed and said, "That's snow!" I rushed outside, looked up and opened my mouth to let the flakes drop in. The snow settled on my tongue and it was so cold that I cried. My toes lost all feeling, and at the primary school that we attended I wasn't allowed to wear long trousers at my age. The teachers made us go out to play in the playground and I joined in with all the fun, sliding around in the snow, throwing snowballs, all the usual things. Suddenly, as my shoes and socks got soaking wet and frozen, there came an excruciating pain and I cried with the intensity of it. I didn't know what was happening to me.*

20. The writer says that when he was very young,
- A he was upset because his parents left.
  - B he was very keen to go to England.
  - C his parents had decided to leave.
  - D his parents had changed their plans.
21. According to the writer, many people from Jamaica at that time
- A wanted to be free from responsibility.
  - B had ambitions that were unrealistic.
  - C wanted to improve their standard of living.
  - D disliked the country they came from.
22. The writer says that when he lived with his grandmother
- A he was treated like the other children.
  - B he wanted to be like the other children.
  - C he tried to avoid doing certain duties.
  - D he found some of her rules strange.
23. What happened when the writer's father came?
- A His father did not tell him why he had come.
  - B He did not know how to react to his father.
  - C His father told him things that were untrue.
  - D He felt anxious about what his father told him.





24. When the writer first went to London, he was disappointed because
- A it was smaller than he had expected.
  - B he had been given a false impression of it.
  - C he had to spend a lot of time on his own.
  - D his new surroundings frightened him.
25. What does the writer say about snow?
- A He was not sure how to react when he saw it.
  - B He regretted coming into contact with it.
  - C He was embarrassed that it made him cry.
  - D He was not very keen to touch it.



## PAPER 2: USE OF ENGLISH

### PART 1

- Read the text below and choose the correct word for each space (1-15).
- For each question, mark the letter next to the correct word – A, B, C or D.
- There is an example at the beginning (0).

### MISTERY OF THE DEEP

Every year, half a million visitors make their (0) A to Loch Ness in Scotland. The loch is a dark and mysterious expanse of water, 300 meters deep in places, but most visitors come in the hope of (1) \_\_\_\_\_ a glimpse of the famous monster, Nessie. Those who believe in the monster's existence (2) \_\_\_\_\_ that is a type of marine dinosaur otherwise presumed to have become (3) \_\_\_\_\_ seventy million years ago. More skeptical observers, however, regard the story as nothing more than a clever ploy to (4) \_\_\_\_\_ the tourists.

Indeed, it was a local hotel owner who made the first modern (5) \_\_\_\_\_ of the monster in 1933. The local newspaper ran the story, which was then (6) \_\_\_\_\_ by the national and international press. A photograph of the monster, taken the following year by Robert Wilson, a local doctor, created an overnight (7) \_\_\_\_\_ worldwide. This photograph (8) \_\_\_\_\_ the most convincing evidence available of the monster's existence for almost sixty years.

Dr. Wilson had, however, taken (9) \_\_\_\_\_ in an elaborate hoax. A fact only (10) \_\_\_\_\_ following the deathbed confession of one of the other people involved in 1993. The photograph, which (11) \_\_\_\_\_ a serpent-like head and neck rearing up from the waters of the loch had been achieved using a (12) \_\_\_\_\_ disguised toy submarine. For the monster's millions of fans, this was something of a (13) \_\_\_\_\_ but little more than that. Only time will (14) \_\_\_\_\_ whether other photographs that exist are (15) \_\_\_\_\_ or not, but meanwhile Nessie continues to intrigue people and the tourists keep coming.

#### Example

0      A      path                      B      way                      C      trip                      D      route



- |    |   |           |   |             |   |             |   |             |
|----|---|-----------|---|-------------|---|-------------|---|-------------|
| 1  | A | taking    | B | catching    | C | gaining     | D | finding     |
| 2  | A | require   | B | pretend     | C | demand      | D | claim       |
| 3  | A | expired   | B | exempt      | C | extinct     | D | exhausted   |
| 4  | A | admit     | B | approach    | C | announce    | D | attract     |
| 5  | A | meeting   | B | viewing     | C | seeking     | D | sighting    |
| 6  | A | swept on  | B | picked up   | C | given out   | D | put through |
| 7  | A | sensation | B | impression  | C | recognition | D | perception  |
| 8  | A | persisted | B | remained    | C | insisted    | D | maintained  |
| 9  | A | place     | B | part        | C | pride       | D | pairs       |
| 10 | A | displayed | B | revealed    | C | exhibited   | D | unlocked    |
| 11 | A | imagined  | B | illustrated | C | visualized  | D | featured    |
| 12 | A | strongly  | B | heavily     | C | severely    | D | powerfully  |
| 13 | A | setback   | B | downfall    | C | drawback    | D | stopgap     |
| 14 | A | say       | B | know        | C | admit       | D | tell        |
| 15 | A | truthful  | B | honest      | C | genuine     | D | sincere     |



## PART 2

- Here are some sentences (16-25) about various topics.
- Complete the second sentence so that it has a similar meaning to the first sentence using the word given. Do not change the word given.
- You must use between **two** and **five** words, including the word given.

### Example:

0. You must do exactly what the manager tells you.

**Carry**

You must carry out the manager's instructions exactly.

16. If we'd arrived a moment later we would have missed the ferry.

**in**

We arrived \_\_\_\_\_ the ferry.

17. We decided that it wasn't worth continuing.

**point**

He decided that \_\_\_\_\_ continuing the course.

18. The notice says you have to sign the forms twice.

**must**

The notice says that the forms \_\_\_\_\_ twice.

19. The last time I went to Canada was in January 2007.

**been**

I \_\_\_\_\_ Canada since January 2007.

20. The fire in the library was discovered by a student.

**who**

It \_\_\_\_\_ the fire in the library.

21. Hardly anyone applied for the job.

**applicants**

There were very \_\_\_\_\_ the job.



22. "Whose is this football?" the teacher asked the kids.  
**To**  
"Who \_\_\_\_\_?" the teacher asked the kids.
23. I tried as hard as I could to keep my promise to them.  
**best**  
I \_\_\_\_\_ break my promise to them.
24. Anne didn't find it difficult to pass her driving test.  
**difficulty**  
Anne \_\_\_\_\_ her driving test.
25. It was wrong of you to borrow my jacket without asking.  
**ought**  
You \_\_\_\_\_ before you borrowed my jacket.



## PART 3

- For questions (26-40), read the text below and think of the word that best fits each space. Use only one word in each space. There is an example at the beginning (0).

### THE FISH AND CHIP SHOP

Harry Ramsden's is a remarkable establishment in Yorkshire, in the North of England. It looks more (0) like a cinema or fire station than a world-famous restaurant, and it (26) \_\_\_\_\_ a symbol of a certain attitude (27) \_\_\_\_\_ food in the North of England.

The car park beside (28) \_\_\_\_\_ unique place has up to sixteen coaches in (29) \_\_\_\_\_ at any time. Numerous cars, too, (30) \_\_\_\_\_ every type, size and age, are also parked there. Outside the building, a queue stretches around the side. Those waiting to be seated appear rather anxious, (31) \_\_\_\_\_ if they are children waiting to go into the theme park. (32) \_\_\_\_\_ is a sense of excitement. As a matter of fact, Harry Ramsden's is (33) \_\_\_\_\_ merely a restaurant: it is an event.

Inside the vast carpeted dining room, elegant glass lights illuminate tables (34) \_\_\_\_\_ are laid with simple blue-checked tablecloths, ordinary plates, cups and saucers (35) \_\_\_\_\_ bottles of sauce. Everyone is there (36) \_\_\_\_\_ enjoy the favourite food of the area – fish and chips, cooked to perfection (37) \_\_\_\_\_ a unique environment. This simple meal has been served to film stars, politicians and miners alike.

Harry Ramsden's is an English celebration of simple, value-for-money food, served stylishly and enjoyed (38) \_\_\_\_\_ all. More Harry Ramsden's restaurants (39) \_\_\_\_\_ opened since the original one, (40) \_\_\_\_\_ in Britain and abroad.



## PART 4

- For questions (41-45), read the text below. Use the words in the box to the right of the text to form one word that fits in the same numbered space in the text. There is an example at the beginning (0).

### HOLIDAYS IN SWITZERLAND

For fifty years, our company has offered only the very best of holidays in the (0) *glorious* country of Switzerland.

(41) \_\_\_\_\_ return again and again to revel in the

(42) \_\_\_\_\_ scenery both in winter for unparalleled skiing opportunities and in summer for the sparkling lakes and

(43) \_\_\_\_\_ walks.

As a specialist company, we offer the kind of friendly, personalized service that complements the hospitable nature of the Swiss people to perfection. We ensure that each holiday is tailored precisely to your needs, aiming to provide an unobtrusive level of advice and support at every stage from initial (44) \_\_\_\_\_ to your return home.

Browse through a Swiss Travel Service brochure and you'll discover a wider range of holidays, deeper knowledge and greater (45) \_\_\_\_\_ to detail than you'll find in non-specialist publications.

GLORY

TRAVEL

BREATH

SPECTACLE

ENQUIRE

DEDICATE

**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 100 points.

### PAPER 1: READING

#### PART 1

1G	2I / H	3H / I	4E	5G / F	6F / G
7A	8I / F	9F / I	10B / C	11C / B	12D

#### PART 2

13C	14F	15A	16H	17D	18G	19B
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#### PART 3

20C	21C	22A	23A	24D	25B
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### PAPER 2: USE OF ENGLISH

#### PART 1

1B	2D	3C	4D	5D	6B	7A
8B	9B	10B	11D	12B	13A	14D
15C						

#### PART 2

16	just in time to catch	21	few applicants for the job
17	there was no point in	22	does this football belong to
18	must be signed	23	tried my best not to
19	haven't been to	24	had no difficulty in passing
20	was a student who discovered	25	ought to have asked me





**HKV**  
A A R A U

### PART 3

26	is / remains	34	that / which
27	to / towards	35	and
28	this / that	36	to
29	it	37	in
30	of	38	by
31	as	39	have
32	There	40	both
33	not		

### PART 4

41	TRAVELLERS
42	BREATH TAKING
43	SPECTACULAR
44	ENQUIRY
45	DEDICATION