

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ
Донецький національний університет економіки і торгівлі
ім. М. І. Туган-Барановського

Кафедра іноземних мов

Остапенко С. А.

TEST YOUR BUSINESS ENGLISH

Тестові завдання

з дисципліни «Ділова іноземна (англійська) мова»

для студентів напряму підготовки

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Рецензенти:

канд. філ. наук Чепурна О. В.

канд. пед. наук, доцент Гапоненко Л. П.

Остапенко С. А.

О 76 Test Your Business English. Тестові завдання до практичних занять з дисципліни «Ділова іноземна (англійська) мова» для студентів напряму підготовки 6.030503 «Міжнародна економіка» / С. А. Остапенко. – Кривий Ріг : ДонНУЕТ, 2015. – 30 с.

Запропонована методична робота сприятиме розвитку лексичних навичок та комунікативній діяльності студентів. Робота містить вправи за темами, які вивчаються на другому етапі вивчення іноземної мови.

Зміст посібника викликає зацікавленість, пов'язану з актуальністю розроблених тем. Завдання складені на основі сучасних вимог з урахуванням розвитку комунікативної компетенції.

Навчальний посібник відповідає сучасним методичним вимогам до навчальної літератури.

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ПЕРЕДМОВА

INTRODUCTION

Інтенсивний розвиток міжнародних зв'язків, встановлення та налагодження ділових контактів із закордонними підприємцями вимагає високого рівня в опануванні навичками усного мовлення у типових комунікативних ситуаціях спілкування, вміння правильного складання та оформлення різноманітних видів управлінських документів та службової кореспонденції.

У зв'язку з цим на перший план виступає аналіз лінгвотекстових особливостей текстів службового призначення з точки зору основного напрямку сучасної лінгвостилістичної науки – функціонально-комунікативного, згідно якого процес вербальної комунікації здійснюється не в ізольованому реченні, а шляхом текстів конкретного типу та призначення з урахуванням комунікативної інтенції та ситуації спілкування.

Метою курсу «Переклад ділового мовлення» є ознайомити студентів с сучасним діловодством англomовних країн, навчити орієнтуватися в потоці ділової інформації, дати знання будови та змісту головних зразків ділових документів. У поєднанні із поглибленням вивченням таких розділів лінгвістики, як стилістика, культура мовлення, орфографія, пунктуація, лексика, фразеологія студент має отримати достатній запас знань для практичного діловодства.

І в результаті вивчення усіх тем студент повинен знати, як вірно добирати потрібні слова і складати речення відповідно до принципів письмової мови; досконало знати правопис слів і засоби використання пунктуації, яка впливає на структуру і стиль ділових паперів.

Дані методичні вказівки мають за мету допомогти студентам в їх роботі над закріпленням практичних навичок перекладу ділових листів, телеграм, телексів та ін., над придбанням вмінь розуміти зміст кореспонденції з обов'язковим повним і точним перекладом всіх речень.

ЗАВДАННЯ ДО ТЕСТІВ

TEST 1

COMPANY

Task 1.

Find the odd word out in each of these groups of business words

- | | | | |
|--------------------|-------------|--------------|----------------|
| 1. customer | supplier | consumer | client |
| 2. to include | to found | to establish | to start |
| 3. firm | partnership | company | enterprise |
| 4. Training | Personnel | Distribution | Salaries&Wages |
| 5. Chief Executive | President | MD | Chairman |
| 6. to purchase | to buy | to invest | to acquire |
| 7. to increase | to reduce | to expand | to develop |
| 8. security | assets | money | capital |
| 9. sole-trader | concern | liability | partnership |
| 10. distribution | occupation | production | selling |

Task 2.

Fill in the missing words in the sentences below. Choose from the following.

<i>company</i>	<i>employees</i>	<i>profit</i>	<i>share price</i>
<i>competitors</i>	<i>leader</i>	<i>share</i>	<i>subsidiaries</i>
<i>customers</i>	<i>products</i>	<i>shareholders</i>	<i>turnover</i>

1. I work for a _____ called Kwikshoe.
2. Our main _____ are sports shoes.
3. It has seven _____ in five different countries.
4. Its main _____ are aged 15-35 years old.
5. Kwikshoe is a world _____ in the tennis shoe sector.
6. It has a national market _____ of 23 %.
7. It has 2,500 _____ in this country.
8. Its main _____ are in Britain and the USA.
9. Its main _____ are banks and pension funds.

10. Its _____ last year was \$ 1.2 billion.
 11. Its _____ last year was \$ 16 million.
 12. Its _____ today is \$ 57.

Task 3.

A. Read the text and choose one letter for each gap

Simon Hewitt is a successful and ambitious businessman. He enjoys **1**_____ his own boss and has the objective of becoming a rich man. For the past three years he has run a petrol station in his home village. As a sole trader he **2**_____ a loan to buy the lease on the site and to purchase stocks of petrol and other motoring items. **3**_____ the growth of the village he has attracted a greater number of customers than expected. In spite of heavy interest payments he has earned a reasonable profit and this has allowed him a small sum to invest back into his business.

A month ago a nearby garage came up **4**_____ sale and Simon was very keen to purchase it. Ultimately his ambition was to develop a chain of these garages and then to diversify his business interests.

The second garage was expensive and Simon made an appointment with his accountant to discuss how he **5**_____ finance his expansion. His accountant was cautious. "**6**_____ you can get a loan to purchase this garage," she advised, "the interest payments could be too great for you to survive. You must remember that the general level of interest rates could rise. **7**_____ option could be to look for a partner. You should think **8**_____ about this if you want your business to grow quickly."

- | | | |
|----------------------|-----------|-------------|
| 1 A being | B to be | C been |
| 2 A took up | B to | C took out |
| 3 A despite | B due to | C because |
| 4 A for | B on | C in |
| 5 A might | B may | C can |
| 6 A when | B if | C unless |
| 7 A other | B neither | C another |
| 8 A carefully | B careful | C carefully |

B. Choose the correct variant to finish each sentence

1. Simon Hewitt is a _____
 - A manager of a small firm
 - B sole trader
 - C director of a corporation
2. He took out a loan to _____
 - A buy the lease on the site
 - B purchase stocks of petrol
 - C both A and B
3. He has attracted a greater number of customers because _____
 - A his petrol was not expensive
 - B the village became big
 - C the service was excellent
4. Simon invested back into his business _____
 - A a reasonable sum of money
 - B a small sum of money
 - C a rather big sum of money
5. Last month Simon _____
 - A bought a nearby garage
 - B met his accountant
 - C earned a reasonable profit
6. Simon discussed with his accountant _____
 - A the possibility of his expansion
 - B how to get a loan
 - C the possibility to find a partner
7. Simon did not buy the second garage because _____
 - A the general level of interest rates could rise
 - B it was expensive
 - C the accountant was cautious
8. Simon wanted his business _____

A to grow

B to be stable

C to grow quickly

III. Write the numbers from the chart next to the job titles of the management team.

Chairman of the Board

Chief Accountant

Finance Director

Human Resources Director

Managing Director

Marketing Director

National Sales Manager

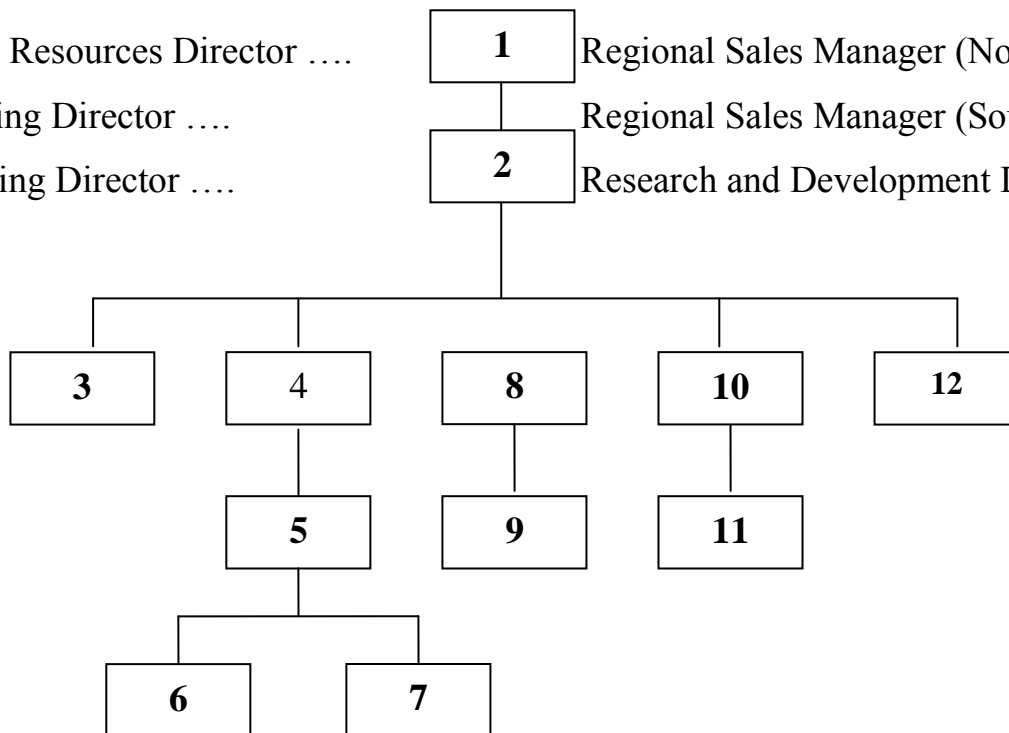
Personnel Manager

Production Director

Regional Sales Manager (North)

Regional Sales Manager (South)

Research and Development Director ...



TEST 2
JOB HUNTING

Task 1.

Find the odd word out in each of these groups of business words.

1. a) to complete b) to finish c) to submit d) to accomplish
2. a) salary b) wage c) earnings d) debt
3. a) resume b) cover letter c) CV d) autobiography
4. a) purpose b) talk c) interview d) meeting
5. a) aim b) objective c) intention d) confidence
6. a) worker b) employee c) employer d) staff-member
7. a) job b) work c) occupation d) skill
8. a) scholarship b) experience c) background d) qualification
9. a) convenient b) helpful c) aggressive d) suitable
10. a) growth b) responsibility c) development d) progress

Task 2.

Fill in the missing words in the sentences below. Choose from the following:

to require brief recent full-time employment
to have on hand representative reference objective
appointment to fill(in) confidence

1. As a student, you are not to pay tax.
2. We will make every effort to find our workers alternative
3. The mainof this meeting is to give more information on our plans.
4. I made an to see the Sales Manager.
5. Air traffic has grown rapidly in years.
6. He was hired on a basis.
7. We will take upafter the interview.
8. The management have lost theof their employees (= their employees do not trust them).
9. Her boss would like toall project documents

10. Our demonstrate products in people's homes.
11. I will be– I am going to hire several new employees.
12. Check the second section and the blanks.

Task 3.

Read the text below and choose the right answer:

WASHINGTON, D.C. -- Hiring slowed in July as employers added just 113,000 new jobs, propelling the unemployment rate to a 5-month high of 4.8% and providing fresh evidence that companies are growing cautious amid high energy prices.

The latest snapshot from the Labor Department added to the evidence from a variety of economic barometers that the economy is slowing. The tally of new jobs last month was weaker than the 124,000 added in June and was the lowest total since May, when payrolls grew by 100,000.

"Businesses are guarded as they see a downshifting of economic growth, rising energy prices and higher interest rates," said Ken Mayland, president of ClearView Economics. The civilian unemployment rate jumped from 4.6% in June to 4.8% in July. Workers' average hourly earnings rose to \$16.76 in July, 0.4 percent higher than in June. Economists anticipated a 0.3 percent rise. Wage growth is welcomed by workers.

1. When was reported the lowest hiring?
 - a) in May
 - b) in June
 - c) in July
2. How many new jobs were added in June?
 - a) 113,000
 - b) 124,000
 - c) 100,000
3. Do businesses make bigger interest rate?
 - a) Yes
 - b) No

- c) Doesn't say
4. What's the difference in June and July unemployment rate?
- a) 0,4%
 - b) 0,2%
 - c) 4,8%
5. How much are workers' average hourly earnings?
- a) 124,000
 - b) 100,000
 - c) 16,76

Task 4.

Read the text and mark one of the letters.

LOS ANGELES, CA -- These days job seekers should spend 60-70% of their efforts on networking. Let everyone know you're out of a job and available for work. People like to help, but they can't help if they don't know you're looking. On average, 80% of job openings aren't advertised at all. Therefore, working with a recruiter and networking may be the only way to hear about them.

Recruiters, otherwise known as head hunters or search consultants, are hired by companies to find candidates for them, and often know about unadvertised jobs. It's important to note, that recruiters do not charge the job seeker. The company pays a fee, typically when a candidate is hired.

If you don't know of any good recruiters and would like to have your resume sent to recruiters that specialize in people with your skills, one service, Resume Zapper, will instantly email your resume and cover letter to 1000's of targeted recruiters. You can even get a list of the recruiters they forwarded your resume to for follow up. To get your resume into the hands of the right recruiters go to Resume Zapper.

1. Let everybody know that you are looking for a job.
- a) Right
 - b) Wrong
 - c) Doesn't say

2. Only 80% of job vacancies are advertised.

a) Right b)Wrong c) Doesn't say

3. Head hunters and recruiters mean the same.

a) Right b)Wrong c) Doesn't say

4. You must pay to recruiter for his /her service.

a) Right b)Wrong c) Doesn't say

5. Resume Zapper guarantees you to find an excellent job.

a) Right b)Wrong c) Doesn't say

Task 5.

Write your own resume or CV.

TEST 3

PRESENTATION

Task 1.

Find the odd word out in each of these groups of business words.

1. a) firm b) company c) enterprise d) manager
2. a) plant b) factory c) office d) works
3. a) sell b) make c) produce d) manufacture
4. a) manager b) profit c) executive d) business person
5. a) export b) division c) section d) department
6. a) timetable b) plan c) schedule d) market
7. a) discuss b) call c) phone d) ring
8. a) choice b) option c) action d) alternative
9. a) staff b) personnel c) product d) workforce

Task 2.

Read the text below and find:

- a) **eight advantages of using visual aids**
- b) **three warnings about using visual aids.**

Dinckel and Parnham (1985) say that “The great danger (in using visual aids) is that presenters place the major emphasis on visual aids and relegate themselves to the minor role of narrator or technician. You are central to the presentation. The visual aid needs you, your interpretation, your explanation, your assurance and your justification.”

Visual aids can make information more memorable and they help the speaker. However, they must literary support what the speaker says and not simply replace the spoken information. It is also not enough to just read the text from the visual aid.

There are many advantages to the correct use of visual aids. They can show information which is not easily expressed in words or they can highlight information. They can cause the audience to employ another sense to receive information, they

bring variety and therefore increase the audience's attention. They save time and they clarify complex information.

Task 3.

Read the text and mark one of the letters.

The main body of the presentation contains the details of the subject or themes described in the introduction. All the techniques are especially useful in making the main body easily understood. They help the audience to follow the information and to remember it. They also help the speaker to keep to the planned structure and to know exactly what stage has been reached at all times during the presentation. Clear structure doesn't just help the audience! In many presentations the main body can be usefully divided into different parts. The main parts, each with a main heading, are referred to in the Introduction. Clearly there are many ways to divide the main body of a presentation and often different parts will themselves be divided into smaller sections of information.

1. Introduction and the main body of the presentation are not related to each other.
A. Right B. Wrong C. Doesn't say
2. It is useful to make a clear structure of the presentation for the audience to understand.
A. Right B. Wrong C. Doesn't say
3. Clear structure of the presentation is only for the audience.
A. Right B. Wrong C. Doesn't say
4. In the presentation there can be from 3 to 5 parts.
A. Right B. Wrong C. Doesn't say
5. It is forbidden to divide the main body of the presentation into smaller parts.
A. Right B. Wrong C. Doesn't say
6. Questions are welcome at the end of the presentation.
A. Right B. Wrong C. Doesn't say

7. There are many ways to divide the main body of the presentation into different sections.

A. Right B. Wrong C. Doesn't say

Task 4. Fill in the Structure of the Presentation.

		<ul style="list-style-type: none">••••
		<ul style="list-style-type: none">•
		<ul style="list-style-type: none">•••

TEST 4
BRAND MANAGEMENT

Task 1.

Find the odd word out in each of these groups of business words.

1. a) advertising b) brand c) route d) poster
2. a) job b) chairperson c) room service d) refund
3. a) office b) telex c) fax d) reservations
4. a) meeting b) interview c) agenda d) report
5. a) money b) profit c) refund d) apply for
6. a) full colour b) ozone-friendly c) stress-free d) spray
7. a) recipes b) highly-trained c) money0saving d) hard-wearing
8. a) powerful b) effortless c) useless d) tasteless
9. a) driving b) impressive c) provoking d) demanding
10. a) reject b) accept c) delay d) persuade

Task 2.

Fill in the missing words in the sentence below. Choose from the following.

Consistent, highly trained staff, due to, stress-free driving, hard-wearing shoes, consequences, raw material, money-saving recipes, spring up, purchasing.

1. Inside each cooker there's a free cook book full of
2. Our are ready to look after you every need.
3. With hand-made shoes you get a every time.
4. The sophisticated automatic steering means
5. to our competitors we are always in search of new markets.
6. The company is looking for new serves of for manufacturing that type of a product.
7. The chairperson could not predict the of the quarrel.
8. New kinds of srevices in our city nowadays.
9. We need to be in our approach.
10. The power of the local currency has halved.

Task 3.

Read some information about a product. You must decide which product is being referred to. Choose the product from the following list. Each product is referred to once only.

<i>answer machine</i>	<i>computer</i>	<i>laser printer</i>	<i>photocopier</i>
<i>briefcase</i>	<i>cordless phone</i>	<i>office chair</i>	<i>pocket calculator</i>
<i>burglar alarm</i>	<i>diary</i>	<i>partitioning</i>	<i>Sign making kit</i>
<i>clock</i>	<i>fax machine</i>	<i>pen</i>	<i>table lamp</i>

1. Desk top publishing at an economical price. With built-in pre-recorded message or facility to high resolution. Compatible with a wide record your own. Speaker volume control range of systems.
2. The infra-red sensors detect any intruders. Make calls anywhere inside or within 100 meters. A message is immediately sent to the control. outside. Paging facility.
3. 60 grey shades for better transmission of High resolution color monitor. Comes complete photographs. One touch dialing. with word-processing and other business software.
4. Stylish cover. Page a day. Contains Swivel base. With or without arms. Fully conversion tables and other useful adjustable. Variety of fabrics. Extra deep information. cushioning.
5. Large quantity in stock. Immediate delivery. The effective answer to high volume duplication. Dismantling and erecting service available. Adjustable speeds. Quality reproduction.
6. Durable self-adhesive letters, numbers and White dial with black numerals. Battery symbols in a variety of sizes. Can be used supplied indoors and out.

Task 4.

Read the text and mark one of the letters.

Product Market Strategy

Marketing has been defined as the process of matching an organization's resources with customer needs. The result of this process is a product. The need, therefore, for

the organization to remain dynamic is obvious because the product is the only key to the organization's solvency and profitability. No matter how else the organization runs itself cost-effectively and sensibly, if the product is not selling well then the money simply will not be coming in.

"Product market strategy" is the term used to describe all the decisions which the organization makes about its target markets and the products it offers to those markets. The use of the word 'strategy' is important, for it implies a chosen route to a defined goal and suggests long-term planning. This is quite different from 'Tactical' activities which are used to achieve short-term objectives by gaining immediate results. Product market strategy represents a decision about the current and future direction of the organization.

Product –market strategy must be developed in the most cost-effective manner, paying attention to cash flow and profitability requirements. To minimize costs at the outset, a sound marketing approach will usually attempt to increase profits and cash flow existing markets. The following total strategies are: market penetration, market development, and product range extension and product development.

1. The result of matching an organization's resources with customer needs is a product.

A. Right B. Wrong C. Does not say

2. Well-thought product strategy is the key to the organization's solvency and profitability.

A. Right B. Wrong C. Does not say

3. Only top managers can decide on the product market strategy of the organization.

A. Right B. Wrong C. Does not say

4. Strategy is important as it implies a chosen route to a defined goal.

A. Right B. Wrong C. Does not say

5. Cash flow and profitability requirements are not considered while developing product market strategy.

A. Right B. Wrong C. Does not say

Task 5.

Writing. These are parts of a letter answering an enquiry. Put the correct word or phrase in each blank. Choose from the following list. Use each item once only.

<i>additional features</i>	<i>enclosed leaflet</i>	<i>further details</i>	<i>pleasure</i>
<i>competitive price</i>	<i>enquiring</i>	<i>hesitate</i>	<i>range</i>
<i>date</i>	<i>enquiry</i>	<i>in addition</i>	<i>sincerely</i>
<i>doing business</i>	<i>full details</i>	<i>in production</i>	<i>supply</i>

A.

Dear Ms Prentice

Thank you for your 1. of 3rd May about our office stationery. We have 2. in enclosing our latest catalogue and price list. We hope you will find it of interest. If you require any 3., please do not 4. to contact us. Yours 5.

B.

Thank you for your letter of January 4th, asking about office furniture. The enclosed catalogue contains 6. of our range. In most cases we are able to 7. you with the goods you require within fourteen days. We look forward to receiving an order from you.

C.

Thank you for your letter of 1st June, 8. about the JF72 pocket calculator.

This model is no longer 9. As it has been superseded by the JF73 solar-powered pocket calculator. As you will see from the 10., the new model has several 11. at an extremely 12. We have also enclosed our latest catalogue giving details of the vast 13. of the electronic goods we supply. We allow a discount of 30% on purchases of not less than 50 of the same model, and 35% on quantities of not less than 100. 14., we give a discount of 3% for payment within fourteen days from 15. of invoice.

We look forward to 16. with you in the near future.

TEST 5
STOCK EXCHANGE

Task 1.

Find the odd word out in each of these groups of business words.

1. a) money b) cash c) currency d) deposit
2. a) bond b) paper c) security d) guarantee
3. a) buy b) be paid c) make d) earn
4. a) value b) coin c) price d) cost
5. a) share b) stake c) part d) course
6. a) debt b) bill c) check d) list
7. a) stability b) steadiness c) instability d) constancy
8. a) budget b) financial plan c) services d) resources
9. a) bonus b) premium c) plus d) extra
10. a) owner b) depositor c) investor d) shareholder

Task 2.

Fill in the appropriate words.

banks beads buy coins change
currency depositing earn exchange rate
goods investments money paper notes
savings accounts sell shell value

Money is what people use to **1 ...** things. People spend money on **2 ...** and services. Many people save part of their money by **3 ...** it in a bank. People **4 ...** money by performing services. They also earn money from **5 ...** , including government bonds, and from **6 ...** .

7 ... can be anything that people agree to accept in exchange for the things they **8 ...** or the work they do. Ancient peoples used such varied things as **9 ...** , **10 ...** , and cattle as money. Today, most nations use metal coins and **11 ...** . Different countries' **12 ...** and bills look different and have different names.

A person can 13 ... his money for the money of any country according to the 14 Usually, such rates are set by the central 15 ... of a country. The 16 ... of a country's 17 ... may change, depending on the economic and political conditions in that country.

Task 3.

Read the text and mark one of the letters.

When a company needs to raise money in order to grow, it can choose between different options. It can issue shares which can be bought by the general public. These shares are known as ordinary shares. When you buy shares in a company, you become a shareholder and own a part of that company. As a part owner of a company, you can therefore make or lose money depending on the company's profits. If the company does not make profits, it pays money per share, known as a dividend, to its shareholders usually twice a year. Companies can also borrow money from a bank or from the general public by issuing bonds which are loans with a fixed amount of interests to be paid each year.

1. Shares bought by the general public are known as ordinary shares.

A. Right B. Wrong C. Doesn't say

2. When you buy shares in a company, you become an owner of the whole company.

A. Right B. Wrong C. Doesn't say

3. Dividend is paid twice a year.

A. Right B. Wrong C. Doesn't say

4. Companies can also borrow money from a shareholder.

A. Right B. Wrong C. Doesn't say

5. Banks are always shareholders of big companies.

A. Right B. Wrong C. Doesn't say

Task 4.

Read the text and choose one letter for each gap.

People accept money 1...exchange for goods and services. But the role of money depends 2...the state of development of an economy. Money has become an essential element of economies based 3...the division of labor, in which individuals have specialized in certain activities and enterprises have focused on manufacturing specific goods and rendering specific services. 4...order to make transactions as simple and efficient as possible; the introduction of a generally accepted medium of exchange suggested itself.

Money performs the function of a medium of exchange or means of payment with goods being exchanged 5...money and money for goods. At the time it also acts as a unit of account.

Money is a store of value, 6...part of an individual's income may be set aside for future consumption.

These three functions of money – medium of exchange, unit of account and store of value – can be fulfilled if there is great confidence 7...its stability of value.

- | | | |
|---------------|----------|----------|
| 1. A. for | B. in | C. on |
| 2. A. on | B. about | C. after |
| 3. A. on | B. in | C. about |
| 4. A. through | B. for | C. in |
| 5. A. for | B. up | C. on |
| 6. A. when | B. then | C. as |
| 7. A. of | B. in | C. for |

Task 5. Match characteristics of money with their definitions.

- a) Money should be easily recognized for what it is and hard to copy.
- b) Modern money has to be small enough and light enough for people to carry. Money must be easily transferred from buyers to sellers.
- c) To make change for a banknote is easier than to make change for a cow.
- d) The value of money should be more or less the same today as tomorrow.
- e) It refers to the lasting quality of money.

f) This means that equal denominations of money should have the same value. The National bank of Ukraine, for example, the Federal Reserve System in the USA have the responsibility in their countries to assure that money is uniform.

**1) Uniformity, 2) Stability, 3) Durability, 4) Portability, 5) Divisibility,
6) Recognisability**

TEST 6
NEGOTIATION

Task 1.

Complete sentences with the appropriate idiomatic expression: *lose your temper, got more than you bargained for, get to the point, play your cards right, drive a hard bargain, put your cards on the table, up for grabs, take you for a ride, beat about the bush, no big deal, got to be kidding.*

1. The director's job is if you want to apply for it.
2. It's never a good idea to , you only look ridiculous.
3. You thought that exporting to China would be easy – but you, did not you?
4. You are a tough negotiator and you are very intelligent, so no one can ever
5. Let's not any longer. If you give me three months free credit, I'll take the goods off your hands.
6. I wish she would - it all seems irrelevant to me.
7. A 75% cut in price! You have
8. If you and keep cool, you should be able to get a good price.
9. It is time you Tell us what you really want.
10. It is if we don't get the contract – we won't make much of profit from it anyway.
11. You want \$300 for that old printer. You certainly !

Task 2.

Read the text and choose the correct word to fill in.

In the 1940s, a man called Michael Arlen was trying to write scripts 1... Hollywood movies. He'd some success, but he was finding it very hard to make a living. Then one day, he went 2.....a drink at a fashionable New York restaurant. In the lobby he 3..... a famous Hollywood film magnate, Sam Goldwyn. Arlen knew that Goldwyn

owned one of Hollywood's biggest studios, so he went up to him and explained his 4
.....

"In your situation," Sam Goldwyn told him, "you should buy racehorses."

Arlen hardly had enough money for a drink, so Goldwyn's 5..... was no help at all. Then, to his amazement, on the other side of the restaurant, he saw Sam Goldwyn's great rival, Lois B. Mayer, who owned 6..... top Hollywood studio at that time. Again Arlen introduced himself.

"So what are your plans for the future?" asked Mayer.

"Well," said Arlen, "I was just talking to Sam Goldwyn..."

Mayer immediately interrupted him: "How much did he offer you?"

Thinking 7....., Arlen said, "Not enough."

"Would you take fifteen thousand dollars for thirty weeks?" asked Mayer.

In 8..... days, that was a very large salary and Arlen did not hesitate: "Yes," he said.

- | | | |
|----------------|-------------|-----------------|
| 1. A. for | B. about | C. with |
| 2. A. to | B. for | C. with |
| 3. A. saw | B. seed | C. has seen |
| 4. A. issues | B. problems | C. propositions |
| 5. A. hint | B. advise | C. advice |
| 6. A. anothers | B. others | C. another |
| 7. A. quick | B. quickly | C. fastly |
| 8. A. those | B. these | C. that |

Task 3.

Read the text and mark one of the letters.

Don't be put off by the word "no". The word "no" in a negotiation is usually code for "not right now" or "not exactly" or "maybe, but I'm not going to give in just now". Take phrases like "impossible", "never", "no way" as invitations to keep on talking. After all, if the other person really thought that a deal was out of question, he would get up and walk out.

Skip over the points that are bogging you down and come back to them later. Rather than jeopardize the entire negotiation, suggest that the sticking point be put aside for now and returned to after other matters have been sorted out.

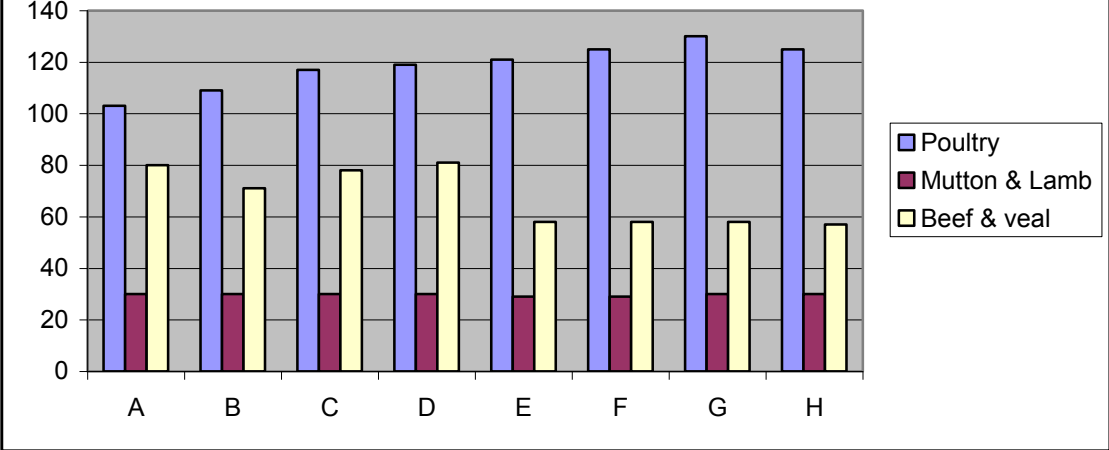
1. Every time you hear the word “no” during negotiations, you are put off.
A. Right B. Wrong C. Doesn’t say
2. “No” in negotiation can be interpreted as “I’m not ready to decide right now”.
A. Right B. Wrong C. Doesn’t say
3. “Impossible”, “never” or “no way” is the way to refuse speaking further on a question.
A. Right B. Wrong C. Doesn’t say
4. On hearing “no” a negotiator should stop the process of arguing.
A. Right B. Wrong C. Doesn’t say
5. A negotiator should never return to an unsolved question.
A. Right B. Wrong C. Doesn’t say

Task 4.

Look at the chart below. It shows the production of meat and poultry in the UK over a period of eight years. Which year does each sentence (1-5) describe? For each sentence choose one letter (A-H).

1. Poultry production peaked by the end of this year.
2. Beef and veal production figures fell sharply by the end of this year.
3. This year was the third time that mutton and lamb production remained at around the same level.
4. The amount of poultry produced decreased in this year for the first time in eight years.
5. While mutton and lamb production remained stable, beef and veal figures rose to their highest level during the eight-year period.

UK meat & Poultry production



Критерії оцінки
 виконання тестових завдань
 з дисципліни «Ділова іноземна (англійська) мова»
 студентами напряму підготовки 6.030503 «Міжнародна економіка»

Рівень	Аналіз видів діяльності	Бали
високий	Студент знає правила організації ділових паперів, вміє точно виражати їх зміст та стиль; у лексичних і граматичних текстах студент демонструє чітке знання правил сполучення лексичних одиниць; знання сталих виразів та ідіом, знання основних граматичних та лексичних моделей, свідоме використання стилю і реєстру, знання конотації. Виправлення неприпустимі. Кількість допустимих помилок – нуль.	5 (відмінно)
достатній	Студент володіє основами організації ділових паперів, має навички удосконалення їх мови та стилю та відмінного викладу змісту, але має невеличкі погрішності. У лексичних та граматичних текстах студент виявляє знання сталих виразів та ідіом, знання основних граматичних моделей та лексики, правила їх сполучення. Кількість власноручних виправлень не може перевищувати трьох, кількість помилок в межах трьох.	4 (добре)
середній	Студент вміє конструювати параграфи за опорами у межах вивчених тем для організації думок в єдину інтелектуальну структуру та складати і оформлювати ділові папери, але в його писемному мовленні мають місце помилки (не більше п'яти). У лексичних та граматичних текстах точно і відповідно вживає сталі вирази, має знання основних граматичних та лексичних моделей. Правила їх сполучення. Кількість помилок більше трьох, але в межах 7, кількість власноручних виправлень не більше п'яти.	3 (задовільно)
початковий	Студент знає основні принципи організації ділових паперів та, проте не завжди адекватно їх використовує. Знання лексики і граматики не демонструє точності і відповідності вживання мови, немає свідомого використання стилю і реєстру, знань конотацій, бракує знань сталих виразів та ідіом, недостатнє засвоєння основних граматичних та лексичних моделей, правил сполучення лексичних одиниць. Кількість помилок понад сім.	2 (незадовільно)

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Остапенко Світлана Анатоліївна

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Донецький національний університет економіки і торгівлі
імені Михайла Туган-Барановського
50005, Дніпропетровська обл., м. Кривий Ріг,
вул. Островського, 16

