

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ  
Донецький національний університет економіки і торгівлі  
імені Михайла Туган-Барановського

Кафедра іноземних мов

**К.О. Новікова**

Збірник тестових завдань  
з дисципліни «**Іноземна мова (англійська)**»  
для студентів напрямів підготовки  
6.030504 «Економіка підприємства», 6.030505 «Управління персоналом та  
економіка праці»

**Кривий Ріг – 2016**

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**Н 73** Збірник тестових завдань з дисципліни «Іноземна мова (англійська)» для студентів напрямі підготовки 6.030504 «Економіка підприємства», 6.030505 «Управління персоналом та економіка праці» / К. О. Новікова; Донец. нац. ун-т економіки і торгівлі ім. М. Туган-Барановського, каф. іноз. мов. – Кривий Ріг : ДонНУЕТ, 2016. – 36 с.

Запропонована методична робота сприятиме закріпленню та перевірці навичок всіх видів мовленнєвої діяльності.

Робота містить тестові завдання за темами, які вивчаються на першому етапі вивчення іноземної мови.

Збірник тестових завдань відповідає сучасним методичним вимогам до навчальної літератури.

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ім. М. Туган-Барановського, 2016

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## ПЕРЕДМОВА / INTRODUCTION

«Іноземна мова (англійська)» – нормативна дисципліна, що викладається для студентів напрямів підготовки 6.030504 «Економіка підприємства», 6.030505 «Управління персоналом та економіка праці». Збірник тестових завдань розроблений для студентів денної та заочної форм навчання у відповідності з робочою навчальною програмою.

Мета – проведення перевірки та контролю якості набутих вмінь та навичок студентів з навчальної дисципліни, практичного володіння іноземною мовою в різних видах мовленнєвої діяльності в обсязі тематики, зумовленої професійними потребами.

Збірник складається з 11 тестів, які відповідають темам робочої програми. Кожен тест складається з декількох завдань. Завдання включають множинний вибір, пошук відповідностей, переклад, розподіл та інші справи, які націлені на перевірку засвоєння лексичного та граматичного матеріалу.

Вирішення запропонованих завдань вимагає від студентів інтегрованого застосування знань, отриманих на протязі вивчення дисципліни і дозволяє перевірити вміння студентів орієнтуватись у практичних та теоретичних аспектах дисципліни.

## Test 1 Careers

### 1. Complete each of these sentences with the correct option.

- 1) Selim believed he deserved a \_\_\_\_\_, so he just asked his boss for one.  
a) target    b) progress    c) promotion
- 2) It is useful to set your own goals and to think about the skills you need to \_\_\_\_\_ them.  
a) reach    b) make    c) master
- 3) In many countries, there are very few career \_\_\_\_\_ for people without formal qualifications.  
a) plans    b) breaks    c) opportunities
- 4) It is very inconvenient to have to work \_\_\_\_\_ when you have young children.  
a) flexitime    b) overtime    c) time off
- 5) Anika attends lots of professional development seminars because she wants to \_\_\_\_\_ a career move.  
a) take    b) make    c) earn
- 6) If you want to get \_\_\_\_\_ in your career, you have to have clear short- and long-term goals.  
a) ahead    b) progress    c) the sack
- 7) 'Bright Sparks' is an agency that helps school leavers \_\_\_\_\_ on a career plan.  
a) offer    b) decide    c) take
- 8) It is not enough just to \_\_\_\_\_ your best; you need to have ambitions as well.  
a) make    b) work    c) do
- 9) Sales representatives often earn a \_\_\_\_\_ in addition to their salary when they achieve their targets.  
a) money    b) living    c) bonus

10) Multinationals often \_\_\_\_\_ their employees excellent career opportunities if they are willing to travel.

a) offer      b) make      c) take

**2. Complete the sentences using the words in the box.**

take    do    evaluate    master    make
--

11) Do not always wait for your boss to tell you how well you are doing. You also need to \_\_\_\_\_ your progress yourself.

12) Vladimir is hoping to \_\_\_\_\_ research in informatics.

13) Nandita's dream is to \_\_\_\_\_ a living as a public relations consultant.

14) Delegating tasks is an important skill to \_\_\_\_\_.

15) Max is only 52, but he would like to \_\_\_\_\_ early retirement.

**3. Complete these sentences with the appropriate form (positive or negative) of *can*, *could* or *would*.**

16) Alex \_\_\_\_\_ speak Chinese, but he is planning to start learning next year.

17) Last year, our employees \_\_\_\_\_ use the new software, so we hired a consultant to teach them.

18) \_\_\_\_\_ you like to take a career break?

19) Naruto \_\_\_\_\_ get a promotion at GFS, so he wants to move to another company.

20) Do you think you \_\_\_\_\_ recommend one or two employment agencies?

**4. Match each question 21–25 to the appropriate response a – e.**

21) Could I speak to Mrs Zhang, please?

22) Can I take a message?

23) Who's calling, please?

24) Could you tell me what it's about?

25) Sorry. Could you say the second name again?

- a) If you could just tell her that Imelda Reyes rang.
- b) Well, I would like some information about the conference.
- c) Sure. That's Loys. L-O-Y-S.
- d) Just a moment, please. I'll put you through.
- e) Dieter Enke, from LPL.

**5. Complete the following phrases using the words in the box.**

calling catch engaged on afraid

- 26) Hold \_\_\_\_\_, please. I'll connect you.
- 27) Sorry, I didn't \_\_\_\_\_ your first name.
- 28) I'm \_\_\_\_\_ there's no answer.
- 29) I'm \_\_\_\_\_ about the meeting tomorrow.
- 30) I can't get through. Their phone's always \_\_\_\_\_.



## Test 2 Companies

**1. What does each of these comments refer to? Write the appropriate word or phrase from the box next to the comment.**

competition   customer service   head office   investment plan   market share  
profit   share price   subsidiary   turnover   workforce

- 1) It was particularly hard hit during the recession last year, when it fell to an all-time low of \$8.5. \_\_\_\_\_
- 2) We've already got five in South America, and we're opening a new one in Mexico next month. \_\_\_\_\_
- 3) It increased by 5% to \$61 million last year, but unfortunately our profit figures are not so impressive. \_\_\_\_\_
- 4) That's where they make most of the important decisions, of course.  
\_\_\_\_\_
- 5) If we buy out our local competitor, it will increase to 33%.  
\_\_\_\_\_
- 6) Two thirds of it are women. \_\_\_\_\_
- 7) If we don't produce and sell more than 10,000 sets a year, we won't make any.  
\_\_\_\_\_
- 8) We need to think carefully about all the options and make sure it's ready for the board meeting next week. \_\_\_\_\_
- 9) They do everything to make their clients satisfied, so I'm not surprised they are praised for it. \_\_\_\_\_
- 10) It's really fierce in our business sector, but so far we've managed to stay ahead of it. \_\_\_\_\_

**2. Complete this e-mail. Write the verbs in brackets in the correct tense (Present Simple or Continuous).**

Hi Sam,

We (11)\_\_\_\_\_ (have) a fantastic time here in Beijing.

The conference itself (12) \_\_\_\_\_ (not start) until next Wednesday, so I (13) \_\_\_\_\_ (take) the opportunity to learn some Chinese. In fact, I (14) \_\_\_\_\_ (attend) a conversation class every morning, and I think I (15) \_\_\_\_\_ (make) good progress.

Klaus and Ana (16) \_\_\_\_\_ (not stay) at the same hotel. We (17) \_\_\_\_\_ (see) each other at head office every afternoon. We (18) \_\_\_\_\_ (meet) a lot of interesting people there and (19) \_\_\_\_\_ (talk) about the future of our companies. People here (20) \_\_\_\_\_ (like) to look ahead, and that's great.

Tomorrow afternoon, we (21) \_\_\_\_\_ (meet) Sarah Li to discuss our investment options. I (22) \_\_\_\_\_ (not think) it's going to be very easy, so I (23) \_\_\_\_\_ (need) to be prepared.

We (24) \_\_\_\_\_ (wish) you were here with us already. (25) \_\_\_\_\_ you \_\_\_\_\_ (arrive) next Thursday as planned?

Talk soon,

Max

### 3. Match the two halves of these phrases.

26) First, I want to give you

27) Secondly, I'll talk

28) Finally, I want to look

29) I'll be pleased to answer

30) Thanks very much

- a) at our future plans.
- b) for listening to my talk.
- c) any questions at the end of my talk.
- d) about our new subsidiaries in Asia.
- e) some basic information about our activities.

### Test 3 Selling

#### 1. Choose the six correct words from the box to complete the sentences.

warehouse bulk delivery dispatch discount enquire payment refund  
return bargain stock sale

- 1) At that price, the car you bought was a real \_\_\_\_\_.
- 2) You cannot get a \_\_\_\_\_ if you do not send back the goods in their original packaging.
- 3) As we are always having storage problems, I think we should build a new \_\_\_\_\_.
- 4) If there is a problem with any of the goods you receive, please \_\_\_\_\_ them within three days.
- 5) Our policy is to \_\_\_\_\_ goods within 72 hours of receiving an order.
- 6) We offer a 5% \_\_\_\_\_ on orders over \$500.

#### 2. Supply the missing word in each definition.

- 7) After-\_\_\_\_\_ service is the help people get from the shop where they have bought a product.
- 8) The \_\_\_\_\_ street is the street of a town where many shops and businesses are.
- 9) A \_\_\_\_\_-off period is the time when you can change your mind and cancel an order.
- 10) A money back \_\_\_\_\_ is a promise by the seller to give you your money back if you are not satisfied with the goods you bought.
- 11) Your credit card \_\_\_\_\_ are the name, number and expiry date on your credit card.
- 12) If you \_\_\_\_\_ about, you go to different places to compare prices and quality before you buy something.

- 13) If the goods you want are out of \_\_\_\_\_, it means that they are not available.
- 14) If a shop gives you interest-free \_\_\_\_\_, it means that you can pay for the goods after you have bought them, at no extra cost.
- 15) A \_\_\_\_\_ is a person or company that sells goods to people in shops.

### 3. Match the following sentence halves.

- 16) Internet shopping is changing the face of business,
- 17) To be successful in both the online and offline world,
- 18) If you want to stay ahead of your competitors,
- 19) You will need your password every time you want to access our website,
- 20) All our admin staff are trained by our own IT specialists,
- 21) If you do not want to risk losing important data,
- 22) Not all consumers are very good at surfing the Internet,
- a) businesses should try and integrate the two as much as possible.
  - b) so a good website shouldn't be too complicated.
  - c) so traditional stores need to adapt as quickly as they can.
  - d) so we don't have to send them on expensive courses.
  - e) so you mustn't forget it.
  - f) you have to start selling online.
  - g) you must shut down your computer properly every time.

### 4. Write the extra incorrect word in each phrase.

- 23) We must to have delivery by May 12. \_\_\_\_\_
- 24) How is about paying by credit card? \_\_\_\_\_
- 25) Let's talk about it the cost of redesigning our website. \_\_\_\_\_
- 26) Could I ask you why do you want to pay that way? \_\_\_\_\_

### 5. Complete the text with the words from the box.

listen   summarise   strategy   aims
--------------------------------------

Whenever you have to negotiate, you should prepare carefully beforehand. It is important to let the other side know what you want, so you need to have very clear (27)\_\_\_\_\_. Of course, you should also (28)\_\_\_\_\_ carefully to the other side and ask questions if necessary. If the negotiation gets difficult, you may have to change your (29)\_\_\_\_\_. Finally, remember to (30)\_\_\_\_\_ often the points you agree on.

## Test 4 Part 1 Great ideas

### 1. Complete the sentences with the phrases from the box.

win an award   enter a market   protect the environment   meet a need  
reduce waste

- 1) This new product will enable our company to \_\_\_\_\_ of 60 million consumers.
- 2) Our new model is based on a brilliant idea, and I'm sure it will \_\_\_\_\_ for innovation.
- 3) Lesco develops mobile phones which really aim to \_\_\_\_\_, to satisfy consumer demand.
- 4) In the past, our company threw away tons of used paper every year but now, thanks to selective recycling, we can \_\_\_\_\_ by almost 75%.
- 5) The clean technologies we have adopted will \_\_\_\_\_ by cutting the amount of fuel and dangerous chemicals we have to use.

### 2. Supply the missing noun in each sentence. The first letter is given.

- 6) Senovo Pharmaceuticals say they are going to make a major b\_\_\_\_\_ in the treatment of cancer with a new drug developed in India.
- 7) Our customers simply want more choice, so we have to extend our product r\_\_\_\_\_.
- 8) We noticed that demand for this kind of camera was increasing all the time, so we just took a \_\_\_\_\_ of the opportunity and launched a much better model.
- 9) People buy our office supplies because they raise their s\_\_\_\_\_. They give them a more upmarket image, in other words.
- 10) There is absolutely nothing like our new cleaning product available in shops. It really fills a g\_\_\_\_\_ in the market.

**3. Complete this text. Write the words in brackets in the correct tense.**

Manuel Ayala (11) \_\_\_\_\_ (develop) the new drug LKJ in 1998 while he (12) \_\_\_\_\_ (do) some research at the university of Santiago. In the next two or three years, he (13) \_\_\_\_\_ (write) a lot of articles about it and (14) \_\_\_\_\_ (give) talks at conferences around the world. One day when Manuel (15) \_\_\_\_\_ (tour) Australia, the CEO of a large pharmaceutical company (16) \_\_\_\_\_ (invite) him to work at their laboratories in Melbourne. Manuel (17) \_\_\_\_\_ (explain) that he (18) \_\_\_\_\_ (work) on an exciting project in Santiago and that he (19) \_\_\_\_\_ (need) six months to see it through. In 2002, he (20) \_\_\_\_\_ (go) to Australia on his own. His wife Miguelina (21) \_\_\_\_\_ (stay) in Santiago for another year because she (22) \_\_\_\_\_ (write) her doctoral dissertation. As soon as she (23) \_\_\_\_\_ (arrive) in Melbourne, she (24) \_\_\_\_\_ (apply) for jobs in marketing. However, she (25) \_\_\_\_\_ (not have) much luck and so decided to start her own agency.

Now, both Manuel and Miguelina have a job that they enjoy and they make a good living, but they often miss Santiago.

**4. Complete the following phrases using the words in the box.**

recap   item   favour   feel   purpose
--

26) The \_\_\_\_\_ of this meeting is to discuss the launch of our new model.

27) Most of us are in \_\_\_\_\_ of May or June.

28) How do you \_\_\_\_\_ about this?

29) The next \_\_\_\_\_ on the agenda is promotion.

30) OK, let's \_\_\_\_\_ on the points we've covered so far.

## Test 4 Part 2 Stress

### 1. Complete the sentences with the verbs from the box.

do do make keep spend
-----------------------

- 1) I'm already under stress because I have to \_\_\_\_\_ a presentation at our next sales conference.
- 2) My boyfriend suggests that I should \_\_\_\_\_ judo or karate to relax.
- 3) I just wish I could \_\_\_\_\_ a few days in the countryside.
- 4) The problem is, I still have to \_\_\_\_\_ a lot of research for my paper.
- 5) One thing I really want to do is to \_\_\_\_\_ my evenings free.

### 2. Supply the missing word in each sentence. The first letter is given.

- 6) In addition to our usual duties, we now have to deal with all the admin work, so we have a very heavy w\_\_\_\_\_. A part-time assistant would really ease it.
- 7) Since our department has introduced f\_\_\_\_\_, we feel we have more control over our working hours. Why should we all work from nine to five every day?
- 8) Jim missed yesterday's d\_\_\_\_\_ for submitting his sales report. His boss is furious!
- 9) Ana's always last to leave the office and never talks about anything but work. Her colleagues says she's become a w\_\_\_\_\_.
- 10) A good number of highly-paid executives give up their stressful job to adopt a simpler, healthier l\_\_\_\_\_.

### 3. Supply the missing word in these sentences, which are all in the past simple or the present perfect.

- 11) \_\_\_\_\_ Naseem found a less stressful job yet?
- 12) \_\_\_\_\_ you see your stress counsellor yesterday?
- 13) They \_\_\_\_\_n't said anything to the manager.



- 14) Tim and Kemal \_\_\_\_\_ n't resign – they were made redundant.  
 15) \_\_\_\_\_ you ever worked in Accounts?

**4. Complete this dialogue. Write the verbs in brackets in the correct tense.**

A: How frustrating! I (16) \_\_\_\_\_ (try) to call Lea all week and I just can't get through.

B: I can't believe nobody (17) \_\_\_\_\_ (tell) you yet! She (18) \_\_\_\_\_ (leave) our department ten days ago. She's no longer in Tunis.

A: Really? Why (19) \_\_\_\_\_ she \_\_\_\_\_ (leave)? I thought she (20) \_\_\_\_\_ (be) happy here.

B: Well, yes and no. She told me she (21) \_\_\_\_\_ (like) the team but she (22) \_\_\_\_\_ (not get on) with our new manager.

A: I'm not surprised! (23) \_\_\_\_\_ she \_\_\_\_\_ (say) anything else?

B: Before leaving, she applied for the post of Deputy Sales Manager at our head office in Cairo. Then she (24) \_\_\_\_\_ (have) a phone interview and she got the job immediately.

A: Great! I'll miss her, but I'm glad she's got a better job. Have you talked to her recently?

B: No, she (25) \_\_\_\_\_ (not be) in touch since she left. She must be very busy.

A: Sure. Anyway, give her my regards next time you talk to her, will you?

**5. Write the extra incorrect word in each phrase.**

26) Why don't we to send out a questionnaire? \_\_\_\_\_

27) OK, but on the other one hand, it will make some people unhappy. \_\_\_\_\_

28) I'm not sure I'm agree. \_\_\_\_\_

29) For me, that's be out of the question. \_\_\_\_\_

30) I feel it that we have to consider the cost. \_\_\_\_\_

## Test 5 Entertaining

### 1. Complete sentences 1–5 with answers a, b or c.

- 1) Let's ask the waiter if they have a \_\_\_\_\_ in Spanish for our guests.  
a) menu    b) recipe    c) check
- 2) The Palace restaurant is famous for its friendly and efficient \_\_\_\_\_.  
a) starter    b) prices    c) service
- 3) It's getting late. Shall we ask for the \_\_\_\_\_?  
a) course    b) bill    c) card
- 4) If you want to go to the Astoria, remember to \_\_\_\_\_ a table in advance.  
a) book    b) check    c) order
- 5) In many countries, it is usual to leave a \_\_\_\_\_ if you are satisfied with the service.  
a) pound    b) note    c) tip

### 2. Complete the words with the missing vowels (a, e, i, o, u).

- 6) It's a rather \_\_\_\_\_ xcl \_\_\_\_\_ s \_\_\_\_\_ v \_\_\_\_\_ restaurant, so be prepared to spend a lot of money!
- 7) The Peking Inn is in a very c \_\_\_\_\_ nv \_\_\_\_\_ n \_\_\_\_\_ nt location – just five minutes from the office.
- 8) They say it's got a c \_\_\_\_\_ sy, welcoming atmosphere.
- 9) Vesuvio is great, and they ch \_\_\_\_\_ rg \_\_\_\_\_ very reasonable prices.
- 10) The food they serve at Frère Jacques is absolutely d \_\_\_\_\_ l \_\_\_\_\_ c \_\_\_\_\_ \_\_\_\_\_ s.

### 3. Complete each conversation excerpt with a multi-word verb from the box.

look after / look around / look forward to / put off / set back / take out /  
take part in / take up / turn down / turn up

- 11) A: I'm sure our guests would love to \_\_\_\_\_ the old town before they leave.

B: Yes. Let's ask Ben to show them some of the sights.

12) C: So, why did you \_\_\_\_\_ their offer, then?

D: Well, the schedule was absolutely horrible.

13) E: I \_\_\_\_\_ seeing the new head office.

F: Me too. They say it's in a superb location.

14) A: Do you think we should \_\_\_\_\_ their offer?

B: Yes, we've got to accept. The conditions are really good.

15) C: Who will \_\_\_\_\_ our guests from Venezuela?

D: Karen, as usual. She loves taking care of visitors.

16) E: Franz didn't \_\_\_\_\_ the discussion.

F: No. I noticed that he didn't want to get involved.

17) A: I think February is too early for our trade fair.

B: I agree. Why don't we \_\_\_\_\_ it \_\_\_\_\_ until May?

18) C: Our visitors have nothing to do this evening.

D: I think we should \_\_\_\_\_ them \_\_\_\_\_ .

19) E: We'll have problems because some people always arrive unexpectedly.

F: How many extra participants do you think might \_\_\_\_\_, then?

20) A: That was an expensive party, wasn't it?

B: It certainly was. It \_\_\_\_\_ us \_\_\_\_\_ \$5,000!

**4. Match each phrase (21-24) to the correct response (a-d).**

21) Would you like me to show you round?

22) Marco, have you met Max Reger?

23) Can I get you a drink?

24) How are things?

a) Yes, please. I'll have an orange juice.

b) Very good, thank you. It's really busy at the moment.

c) Oh yes, I've never been here before.

d) No. Hello, Max. Nice to meet you.

**5. Put the lines of this conversation in the correct order (2-7).**

\_\_1\_\_ Hi, I'm Joaquim.

\_\_\_\_\_ Absolutely! I'll get in touch when we can confirm the dates of the event, OK?

\_\_\_\_\_ Yes, it is. It's very lively. Well, maybe you could come to our next trade fair there. It's in May.

\_\_\_\_\_ Thanks, that's great! I'll look forward to that.

\_\_\_\_\_ Hello, Joaquim. Pleased to meet you. I'm Leila from the Cairo office.

\_\_\_\_\_ Mm, I'd love to. And it would be great if we had a stand at the fair, don't you think?

\_\_\_\_\_ Oh, Cairo! I've never been to Egypt, but I hear Cairo is a fascinating city.

## Test 6 Marketing

**1. Match a word from A and B and complete sentences 1–10. Use each word from A twice.**

A	B
advertising / consumer / market / product / sales	behaviour / budget / campaign / forecast / launch / lifecycle / profile / research / segment / targets

- 1) The \_\_\_\_\_ is the length of time people continue to buy a particular product.
- 2) \_\_\_\_\_ showed very good potential for marketing the magazine to executives in the age range 25–35.
- 3) A \_\_\_\_\_ is simply a description of a typical customer.
- 4) Our company has established its brand name through a multi-million multi-media \_\_\_\_\_.
- 5) The introduction of a product to the market is called the \_\_\_\_\_.
- 6) Family and friends are a major factor in \_\_\_\_\_. They really influence what people buy, where and how.
- 7) A \_\_\_\_\_ is a group of customers of similar age and income level.
- 8) I don't think cutting our \_\_\_\_\_ by half is a good idea. Our campaigns are highly successful and always generate huge profits in the long term.
- 9) Our representatives are under a lot of pressure to meet their \_\_\_\_\_.
- 10) I'm afraid I can only make a pessimistic \_\_\_\_\_ for February and March.

**2. Re-order the words to make questions.**

- 11) much advertising do how on spend you ?

\_\_\_\_\_

12) does endorsement mean what ?

---

13) strengths and are company's weaknesses what your ?

---

14) range did extend product their they when ?

---

15) is team leading sales who your ?

---

**3. Complete each question with an appropriate word.**

16) \_\_\_\_\_ your market share increase last year?

17) \_\_\_\_\_ kind of products do footballers endorse?

18) \_\_\_\_\_ they doing any market research at the moment?

19) \_\_\_\_\_ of these two products is more successful?

20) \_\_\_\_\_ you met our new manager?

21) \_\_\_\_\_ often do you launch a new product?

22) \_\_\_\_\_ Kaori phoned recently?

**4. Complete this excerpt from a telephone conversation with the questions from the box.**

Would you like them to do the marketing? / Could you give me a few details? / Did you say 5%? / Have you finished your report? / Why? / How about our market share? / How are things? / What do you think of 'Eureka!'?

A: Hi, Vladi. Raul here. (23) \_\_\_\_\_

B: Fine, thanks. Quite busy, in fact.

A: (24) \_\_\_\_\_

B: Almost. But I can tell you the figures I have are looking extremely good.

A: Excellent. (25) \_\_\_\_\_

B: Sure. Overall sales are up 15%. Our new soft drinks are up 12%, and our mineral water is doing just as well.

A: That sounds good. (26) \_\_\_\_\_

B: Well, we've increased it by 2.5%.

A: Sorry, I didn't catch that. (27) \_\_\_\_\_

B: No. 2.5%. But I think it might go up by five over the next quarter.

A: That would be great. By the way, there's something else I wanted to ask you.  
(28) \_\_\_\_\_

B: Oh, the new advertising agency. I think they're really good. (29)  
\_\_\_\_\_

A: I was thinking about the new energy drink that we're launching next month.

B: Right. (30) \_\_\_\_\_

A: Exactly. I want something less traditional for this new product.

B: In that case I think it's a good idea to contact them. They've got a very creative team, with lots of imaginative ideas.

## Test 7 Products

### 1. Complete the missing adjectives in these sentences about products. Each adjective is in two parts and two letters are given.

- 1) Sony and Panasonic make l\_\_\_\_\_ -l\_\_\_\_\_ batteries.
- 2) Louis Vuitton bags are w\_\_\_\_\_ -m\_\_\_\_\_ products.
- 3) HP manufactures h\_\_\_\_\_ -t\_\_\_\_\_ computer products.
- 4) Wrangler makes jeans that are both fashionable and h\_\_\_\_\_ -w\_\_\_\_\_.
- 5) Estée Lauder and L'Oréal have both developed b\_\_\_\_\_ -s\_\_\_\_\_ cosmetics.
- 6) Rolex and Tissot produce h\_\_\_\_\_ -q\_\_\_\_\_ watches.

### 2. Complete these sentences with the correct form of a verb from the box.

modify / discontinue / promote / distribute

- 7) I'm afraid this product is no longer available. In fact, the whole range has been \_\_\_\_\_.
- 8) We have always \_\_\_\_\_ our products through several wholesale companies.
- 9) Sales of the RPX3 have increased considerably since we \_\_\_\_\_ it slightly three months ago.
- 10) Their new soft drink was aggressively \_\_\_\_\_ and marketed.

### 3. Complete each sentence with a verb in the passive form.

- 11) We will launch our new range next summer.  
Our new range \_\_\_\_\_ next summer.
- 12) They have not tested the new medicine yet.  
The new medicine \_\_\_\_\_ yet.
- 13) They designed this new sports car in Japan.



This new sports car \_\_\_\_\_ in Japan.

14) We cannot ship the goods until they receive payment.

The goods \_\_\_\_\_ until we receive payment.

15) We are redesigning our website.

Our website \_\_\_\_\_.

16) Millions of people use our toiletries every day.

Our toiletries \_\_\_\_\_ by millions of people every day.

**4. Complete the sentences with passive forms of the verbs in brackets.**

17) The new office furniture \_\_\_\_\_ (deliver) yesterday.

18) There wouldn't be so many complaints all the time if the goods \_\_\_\_\_ (pack) more carefully.

19) All our documents \_\_\_\_\_ (translate) into Spanish and English, and this always makes our work easier.

20) If the machine breaks down again, our new chocolates \_\_\_\_\_ (not / produce) in time.

**5. Complete this product presentation. The first letter of each missing word is given.**

So, ladies and gentlemen, (21) t\_\_\_\_\_ is our new product. As you can see, it's robust and elegant. It's (22) m\_\_\_\_\_ of steel and plastic and (23) w\_\_\_\_\_ only 1.6 kilos. In addition, it (24) c\_\_\_\_\_ in a wide range of colours. Now, let me (25) t\_\_\_\_\_ you about its other selling points. It has several special (26) f\_\_\_\_\_. You have already noticed its very small (27) s\_\_\_\_\_, only 22 centimetres long and 5 centimetres wide. This, of course, makes it (28) i\_\_\_\_\_ for travelling. Finally, it has the added (29) a\_\_\_\_\_ of being very reasonably priced. Now, would anyone like to ask a (30) q\_\_\_\_\_?

## Test 8 New business

### 1. Complete these sentences with the words from the box.

bureaucracy / exchange / inflation / interest / investment / labour / domestic / trade / unemployment / incentives

- 1) The fall in \_\_\_\_\_ rate will probably lead to more business investment.
- 2) Because of the euro-yen \_\_\_\_\_ rate, Japanese exporters lost huge amounts of money that year.
- 3) The number of people claiming benefit rose to 945,000, and the \_\_\_\_\_ rate climbed to 5.5%.
- 4) Prices went up again, and the country's \_\_\_\_\_ rate rose to 5.4% last month.
- 5) Exports have increased considerably, so now our balance of \_\_\_\_\_ is positive again.
- 6) Our country is now attracting production from companies looking for a highly skilled \_\_\_\_\_ force.
- 7) The chamber of commerce recommended giving tax \_\_\_\_\_ to boost private sector investment.
- 8) The gross \_\_\_\_\_ product is the standard measure of the overall size of the economy.
- 9) Too many rules and regulations and too much government \_\_\_\_\_ in general have a negative impact on trade.
- 10) The government is trying hard to revive the economy and attract foreign \_\_\_\_\_.

### 2. Match the sentence halves to make meaningful sentences.

- 11) I'm in charge of Marketing

- 12) As soon as we get the figures we need,
- 13) We can't open a subsidiary in that country
- 14) While I'm head of this department,
- 15) Before you take up their offer,
  - a) there will be massive investment in staff training.
  - b) until the security conditions have improved.
  - c) we'll complete the report.
  - d) you should ask for advice.
  - e) while our manager is away at the trade fair.

**3. In each sentence, underline the two possible time words in italics.**

- 16) Our local representative will contact you *when / until / as soon as* you arrive.
- 17) Don't make a decision *before / until / while* you've read the contract.
- 18) Laura will supervise the work *while / when / after* I'm away.
- 19) *Before / When / As soon as* you arrive tomorrow, I'll give you a copy of the report.
- 20) We'll visit the production unit *during / as soon as / when* we have time.

**4. Write the underlined numbers in these sentences in words or as numbers.**

**For example:**

*They moved to New Zealand in 1995.                      Nineteen ninety-five*  
*Unemployment increased by five percent.                      5%*

- 21) It costs £80. \_\_\_\_\_
- 22) They reduced their workforce to five thousand. \_\_\_\_\_
- 23) There were exactly 234 participants. \_\_\_\_\_
- 24) About 2/3 of the staff agreed. \_\_\_\_\_
- 25) Inflation is up by 1.25%. \_\_\_\_\_
- 26) The company lost three million pounds. \_\_\_\_\_
- 27) A quarter of the goods were damaged. \_\_\_\_\_

28) They employ about 2,400 people.

---

29) Profit increased 18%.

---

30) One hundred and fifteen people were made redundant.

---

## Test 9 Planning

### 1. Match a word or phrase from A and B and complete sentences 1–10.

A	B
collect / consider / do / estimate / forecast / keep within / meet / rearrange	costs / information / our budget / sales / some research / the options / the schedule / the deadline

- 1) The project was successful, except that we didn't \_\_\_\_\_ . We overspent by about 5%.
- 2) Our visitors are arriving two hours later than planned, so let's \_\_\_\_\_ immediately.
- 3) Our advertising campaign is producing good results, and we \_\_\_\_\_ of at least \$150,000 in the next quarter.
- 4) It's difficult to \_\_\_\_\_ accurately when your suppliers increase their prices without warning.
- 5) First, let's \_\_\_\_\_ that we have for the launch date: it could be late spring, or early autumn, or next year.
- 6) What we need to do is \_\_\_\_\_ about the buying habits of the people who live in that area.
- 7) It will be impossible to \_\_\_\_\_ of June 20 now that the project manager is ill. Everything will have to be put off until next month.
- 8) Jim wants to \_\_\_\_\_ into the factors that influence consumer behaviour.

### 2. Match the two halves of the sentences.

- 9) He's trying to arrange
- 10) It was impossible to implement
- 11) Jean is going to write
- 12) The training schedule has
  - a) the next quarterly sales report.

- b) a meeting with BCA's sales manager.  
 c) to be prepared by April 5.  
 d) that plan with such a small budget.

**3. Re-order the words to make sentences.**

13) Brazil expand hoping in they're to

---

14) not a bonus expecting get good is she to

---

15) attract foreign we investment like more to would

---

16) a Bangalore in open planning subsidiary to we're

---

17) are going launch when model this to you ?

---

**4. In each sentence one word is missing. Re-write each sentence with the correct word in the right place.**

18) We going to visit our suppliers next week.

---

19) I help you write the report if you like.

---

20) We look forward seeing you soon.

---

21) Analysts say the economy will better next year.

---

22) They want relaunch their video camera.

---

**5. Complete these phrases with a word from the box.**

comment / could / interrupt / like / mean / moment / on / what

23) \_\_\_\_\_ I say something?

24) Just a \_\_\_\_\_, please.

25) So \_\_\_\_\_ you're saying is that we've overspent?

26) How do you \_\_\_\_\_ exactly?

27) Sorry, could I just \_\_\_\_\_ on that?

28) I'd \_\_\_\_\_ to finish, if I may.

29) Sorry to \_\_\_\_\_, but what are the options?

30) Hold \_\_\_\_\_ a minute.

## Test 10 Managing people

### 1. Complete each sentence with a verb from the box.

believe / deal / delegate / invest / respond

- 1) We \_\_\_\_\_ a lot in training courses for our employees. We know it's money well spent.
- 2) Our new manager can \_\_\_\_\_ with problems very effectively.
- 3) Don't try to do everything on your own. You should \_\_\_\_\_ tasks to your assistant more often.
- 4) Our previous manager didn't even try to \_\_\_\_\_ to our concerns.
- 5) When your employees feel that you \_\_\_\_\_ in their abilities, they often start to perform better.

### 2. Complete each sentence with a preposition from the box.

for / on / to / with / to

- 6) We need to agree \_\_\_\_\_ the date of the relaunch of our new series.
- 7) Tom apologized \_\_\_\_\_ making so many mistakes in his report.
- 8) A good manager should listen \_\_\_\_\_ suggestions from staff.
- 9) It was my mistake, I know. I have already apologized \_\_\_\_\_ the director.
- 10) I couldn't agree \_\_\_\_\_ the others that our suppliers were responsible.

### 3. Re-order the words to make reported statements and questions.

11) do him I it to told

---

12) were said they she wrong

---

13) asked he members team the were who

---



14) invoice manager me not pay the the to told

---

15) asked finish meeting she the time what would

---

**4. Rewrite the sentences beginning in the way shown.**

16) 'The team leader is from Canada.'

He said

---

17) 'Listen to all suggestions from staff.'

She told me

---

18) 'Why don't you talk to your manager more often?'

He asked me

---

19) 'Do you find it difficult to delegate tasks?'

He asked me

---

20) 'Don't forget to call Max.'

She told me

---

**5. Each phrase contains a mistake. Write the phrase correctly.**

21) I'll be in the touch soon.

---

22) Thanks you for showing me round the town.

---

23) I'm really enjoyed the meal last night.

---

24) Bye! Have you a nice journey back!

---

**6. Match phrases 25-30 to responses a-e.**

25) What do you usually do in the evenings?

26) Would you like to come with us to the theatre tonight?

27) Goodbye, Li. All the best.

28) I'm glad you enjoyed the tour.

29) Can you tell me about any interesting places to visit?

30) Thanks very much for your hospitality.

a) Bye, Lucas. And thanks again for everything.

b) You are very welcome. I hope you can come again soon.

c) I like to spend time with my children. Sometimes I watch TV.

d) I certainly did. It was wonderful. Thank you so much!

e) It's very kind of you, but another time perhaps. I'm quite tired.

f) The old town is very pretty. And you must see Liberty Square.

**Критерії оцінки**  
 виконання тестових завдань  
 з дисципліни «Іноземна мова (англійська)»  
 для студентів напрямку підготовки  
 6.030504 «Економіка підприємства», 6.030505 «Управління персоналом та  
 економіка праці»

Рівень	Аналіз видів діяльності	Бали
<b>високий</b>	Студент демонструє у лексичних і граматичних текстах 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.	<b>5 (відмінно)</b>
<b>достатній</b>	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.	<b>4 (добре)</b>
<b>середній</b>	Студент вміє у лексичних та граматичних текстах точно і відповідно вживати 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.	<b>3 (задовільно)</b>
<b>початковий</b>	Знання студента 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.	<b>2 (незадовільно)</b>

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