


Test your Business Vocabulary in Use

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CAMBRIDGE
UNIVERSITY PRESS



PUBLISHED BY THE PRESS SYNDICATE OF THE UNIVERSITY OF CAMBRIDGE
The Pitt Building, Trumpington Street, Cambridge, United Kingdom

CAMBRIDGE UNIVERSITY PRESS
The Edinburgh Building, Cambridge CB2 2RU, UK
40 West 20th Street, New York, NY 10011-4211, USA
477 Williamstown Road, Port Melbourne, VIC 3207, Australia
Ruiz de Alarcón 13, 28014 Madrid, Spain
Dock House, The Waterfront, Cape Town 8001, South Africa
<http://www.cambridge.org>

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First published 2003

Printed in the United Kingdom at the University Press, Cambridge

Typeface Sabon 10/12pt *System* QuarkXPress® [KAMAE]

A catalogue record for this book is available from the British Library

ISBN 0 521 53254 X



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Test 1

Work and jobs

Total	22
Target	16+

1.1 6 marks

Use a word from the box to complete each sentence. The first one is an example. There is one extra word that you don't have to use.

- I *work* for Morgans the aircraft company.
- I the manufacturing plant in Cambridge.
- I am in charge the production team.
- About 120 people work me.
- Coordination between production and design is my
- I with a lot of people in the company and with our customers.
- I'm for a budget of over 100 million.

deal
responsible
~~work~~
job
manage
under
of
responsibility

1.2 6 marks

Decide whether each statement is about full-time (FT), part-time (PT), permanent (P) or temporary (T) work. Tick the right box. The first one is an example.

	FT	PT	P	T
0 I work from 9 to 5 during the week and 8 to 12 on a Saturday.	✓			
1 I joined the company ten years ago and I guess I'll be here for another ten.				
2 I do four hours each morning and then I pick the children up from school.				
3 I've been here since March and I'll leave in July when the designs are finished.				
4 We are supposed to work 37½ hours a week but I usually do a bit more.				
5 I started here when I left school. Oh, that's about 20 years ago now.				
6 This job is only for six months, but that's OK because then I'm going to Italy.				

1.3 6 marks

Write one word from the box below in each gap to complete the text. The first one is an example. You may choose to use some words more than once.

at for in of off on get to

'My name is Anne Scott and I work *for* a public relations company in London. I leave work at 7 o'clock in the morning. I go work by train and I usually to work by 8.30. I'm always work till about 6 o'clock so I never get home before 7.30 pm. Last year I broke my leg and so I was work for over a month. I didn't like being at home. I love my job. I would hate to be permanently out work.'

1.4 4 marks

In each sentence, write the correct form of the word given in brackets (). The first one is an example.

- I'm responsible for *managing* the design team. (manage)
- I'm in charge of the work of the team. (coordinate)
- One of my responsibilities is to sure that we don't spend too much money. (make)
- My team is responsible for the of new models for production. (design)
- I'm in charge of our work for the whole year. (plan)

Your score
/22

Test 2

Ways of working

Total	24
Target	17+

2.1
6 marks

Draw a line from each word on the left to a word on the right to make a word pair. (There is one extra word that you don't have to use.) The first one is an example.



physically
human
problem
day
team
clock
working

contact
work
on
demanding
commute
shift
solving
hours

2.2
6 marks

Decide whether each statement is about regular office work (OW), teleworking (TW) or shift work (SW). Tick the right box. The first one is an example.

	OW	TW	SW
0 I'm at work by 8.30 and I leave for home at 5 o'clock.	✓		
1 I work from 10 at night till 6 in the morning for four weeks, then I switch to days.			
2 We turned one of the bedrooms into an office and that's where I do all my work.			
3 When I'm working nights, it's really difficult to sleep during the day.			
4 Some people find the 9-to-5 routine boring, but I like working with other people.			
5 I clock in at 8.55 every day and I'm at my desk till 5 pm.			
6 The difficult thing is that my home is my office so I'm there 24 hours a day.			

2.3
6 marks

Choose the best word from the brackets () to fill the gap. The first one is an example.

- 0 I had a 9-to-5job..... when I left school but I hated it. (job/work)
- 1 We have a system, but everyone must be here between 10 and 2. (repetitive/flexitime)
- 2 I work from and simply send my work over the Internet. (house/home)
- 3 I just sit in front of a computer all day, but this work is mentally (tiring/routine)
- 4 This is the most job I've ever had. There is never a boring minute. (stimulating/repetitive)
- 5 We all look forward to 5.30 because then we can off for the day. (shift/clock)
- 6 The 7.30 train to London is always full of (commuters/telecommuters)

2.4
6 marks

For each word, write one word which means the *opposite*. The first two or three letters are given. The first one is an example.

- 0 mentally p h y s i c a l l y
- 1 easy h a _ _
- 2 interesting b o _ _ _
- 3 varied r o u _ _ _
- 4 dull e x _ _ _ _ _
- 5 unstimulating f a s _ _ _ _ _
- 6 undemanding t o _ _ _

Your score
/24

Test 3

Recruitment and selection

Total	23
Target	17+

3.1
4 marks

Draw a line from each word on the left to a word on the right to make a word pair. (There is one extra word that you don't have to use.) The first one is an example.



covering
employment
application
curriculum
psychometric

agency
references
test
letter
form
vitae

3.2
7 marks

Choose the best word from the brackets () to fill the gap. The first one is an example.

- We need to*recruit*..... four new people for our office in Manchester. (join/recruit)
- We are using a recruitment to find them for us. (agency/headhunter)
- They advertised the in the local newspaper last week. (positions/applicants)
- So far, over 60 people have applied for the (works/posts)
- We are going to look at all the letters of over the weekend.
(application/situation)
- On Monday, we will draw up a of 10 or 11 people. (reference/shortlist)
- Then we'll invite them all to come for an (interview/appointment)
- We hope to the successful applicants by the end of the month. (apply/appoint)

3.3
6 marks

Look at each sentence. Would you find it in the Situations Vacant section of a newspaper (SV), in an applicant's CV, or in a covering letter (CL)? Tick the right box. The first one is an example.

	SV	CV	CL
0 'The post offers a starting salary of £17,000 plus benefits.'	✓		
1 'I enclose my résumé for your consideration.'			
2 '1997–2000 University of Maryland, MBA (Marketing and Public Relations).'			
3 'I am looking for a more stimulating environment and your company offers this.'			
4 'Training will be given but basic word-processing skills would be an advantage.'			
5 '1994–1997: The Biscuit Company, London – Manager responsible for 22 staff.'			
6 'The successful applicant will be expected to take up the post in January.'			

3.4
6 marks

Find a word related to each clue. Some of the letters are given.

- Certificates from school and university
- Where you've worked and what you've achieved
- Hire a good person who is working for another company
- People you can contact to find out about an applicant
- Process to find the right person for a job
- An applicant who has a good chance of getting the job

1	q				f			t				s
2	e	x										
3	h				u							
4	r		f									
5	s				c					n		
6	c			d	d							

Your score
/23

Test 4

Skills and qualifications

Total	24
Target	17+

4.1
6 marks

Write one word from the box below in each gap to complete the text. You may choose to use some words more than once. The first one is an example.

with from in as for at

'My name is Jean Wilson and I have just started working*in*..... a bank. I graduated Edinburgh University last year with a degree Business and Management. Now I am going to train an accountant. I think I will do well because I am good figures and I am skilled using computers. I think that training a specific job will be more interesting than the general education I got at university.'

4.2
6 marks

Choose the best word from the brackets () to fill the gap. The first one is an example.

- Everyone should stay in full-time*education*..... until they are at least 18. (school/education)
- Of course qualifications are important, but they're not everything. (printed/paper)
- I look for people with lots of relevant experience. (job/work)
- Our company runs some very good in-house courses. (training/skilled)
- Last year we spent over £50,000 on management (experience/development)
- We value people who are highly and want to get on. (motivated/graduated)
- Tom gets on well with everyone. He is a great team (person/player)

4.3
6 marks

Look at these sentences taken from job advertisements. Are they describing work which is highly skilled (HS), skilled (Sk), semi-skilled (S-S), or unskilled (U)? Tick the right box. The first one is an example.

	HS	Sk	S-S	U
0 'Experience of managing a modern production plant is essential.'		✓		
1 'Wanted – Early morning cleaners for office block in the centre of town.'				
2 'Eastern Buses now recruiting drivers. Competitive salary plus benefits.'				
3 'Building labourers required. Good money for hard workers.'				
4 'Pilot with experience of flying 747s required for new cargo carrier.'				
5 'Local electrical company requires production line workers now.'				
6 'Black Box Games needs an experienced software developer. Good salary.'				

4.4
6 marks

Find a word related to each clue. Some of the letters are given.

- Good at working on his/her own
- Works in a systematic, orderly way
- Good with figures
- Naturally very good at what they do
- Someone who is good with PCs is 'computer-.....'
- Works well on his/her own

1	p	r	o							
2	m	e	t	h						
3	n	u	m							
4	t	a	l							
5	l	i	t							
6	s	e	l	f	-	d				

Your score
/24

Test 5

Pay and benefits

Total	20
Target	15+

5.1 7 marks

Choose the best word from the brackets () to fill the gap.

- I work in a small hotel in Amsterdam. I 8 an hour. (earn/paid)
- It's not a lot, but it's more than the wage. (maximum/minimum)
- Some customers leave me and that is a great help. (perks/tips)
- My sister works in a bank and her is 3,000 a month. (salary/wages)
- The bank also provides her with a good package. (bonus/benefits)
- Next year she thinks she will get a car. (company/business)
- When she is 55 she will be able to give up work and live on her
(package/pension)

5.2 7 marks

Read the job advertisements. Write one word in each gap to complete the sentences. The first letter of each word is given. The first one is an example.

- In this job, the wages..... are £224 for 37 hours.
- The p..... is just over £6 an hour.
- Workers get £10 an hour for any o..... they do.
- There are some p..... including free meals.
- This job offers a b..... salary of £1000 a month.
- You get 10% c..... on everything you sell.
- When you sell enough you get a b..... of £400.
- There are some f..... benefits including a pension.

Production Line Workers

£224 for a 37-hour week (£6.05 per hour).
£10 an hour for any additional hours.

Benefits include a company pension scheme and free meals in our new canteen.

For further details, phone Paul on 020 8843 6060

JOIN OUR SALES TEAM

WE OFFER £1,000 PER MONTH PLUS 10% OF ANY SALES YOU MAKE. AND, IF YOU MEET YOUR MONTHLY SALES TARGET, WE GIVE YOU AN EXTRA £400.

WHAT ELSE? WELL, THERE'S A COMPANY PENSION SCHEME AND AN ALLOWANCE OF 40P PER MILE WHEN YOU USE YOUR OWN CAR.

IF YOU WANT THESE REWARDS, CALL 020 8844 8800.

5.3 6 marks

Match each statement with a word or phrase from the list below. Write the letter of your chosen answer next to the statement. (There is one extra word/phrase that you don't have to use.) The first one is an example.

0 American term for all the benefits that an employee receives.	C
1 Payment for those who have stopped working – especially due to age.	
2 Benefit that lets employees buy company shares at a low price.	
3 This describes bonuses given for reaching objectives set by the company.	
4 Money paid to an employee who is asked to leave an organization.	
5 Formal word for all the pay that an employee receives.	
6 Director of a company who is paid a huge salary . . . but doesn't deserve it.	



Your score
/20

- A severance payment B stock options C compensation package D remuneration
E performance-related F fat cat G boardroom row H pension


Test 6

People and workplaces

Total	20
Target	15+

6.1 6 marks

Draw a line from each word on the left to a word on the right to make a word pair. (There is one extra word that you don't have to use.) The first one is an example.



support
technical
shop
open
head
blue
work

collar
support
force
office
staff
union
floor
plan

6.2 8 marks

Choose the best word from the brackets () to fill the gap.

- 1 The CEO is the head of the team. (administration/management/organization)
- 2 We have 200 people on our (recruitment/business/payroll)
- 3 Our department is responsible for recruitment. (personnel/employee/worker)
- 4 Our main office is in London but we have all over the country.
(places/companies/sites)
- 5 I supervise all the workers on the production line.
(manual/white-collar/labour)
- 6 I am in charge of training in the human department. (support/resources/staff)
- 7 We have a of 65 in London and about 30 in Paris. (staff/union/headquarters)
- 8 You haven't been paid this month? OK, I'll put you through to the department.
(pay/salary/finance)

6.3 6 marks

Write one word in each gap to complete the conversation. The first letter of each word is given. The first one is an example.

'Fellow workers, I'm calling for a *walk-out* because the company says that it will not increase our pay by more than 2% this year. That is not good enough so we must take *i* action now. All workers who are in the *u* should stop work immediately.'

'I don't agree. If there is a *s* we won't get paid. We should refuse to work more than 35 hours a week. An *o* ban would make management listen to us.'

'That won't be enough. We should also stage a *g* *s* If we don't work very quickly, the company will lose money. Then they'll talk to us.'

'Right, then. Do we all agree?'

Your score
/20

Test 7

The career ladder

Total	24
Target	17+

7.1 7 marks

Match each statement with a word from the list below. Write the letter of your chosen answer next to the statement. (There is one extra word that you don't have to use.) The first one is an example.

0 We used to have four layers of management but now we have only two.	B
1 I am an independent software designer. At the moment, I'm working for three companies.	
2 I don't know whether my job here is safe. I could be out of work next month.	
3 In 1999 we had 430 employees. Now there are only 280.	
4 We used to do our printing in-house, but now it's done by a company in Hong Kong.	
5 I was a shop floor supervisor but then they made me manager of the whole production plant.	
6 Our company has been completely reorganized to make it more efficient.	
7 Now that we have reduced our costs, we are making much more money.	

A downsize B delayer C restructure D outsource E promotion
F freelance G dismiss H profit I insecurity

7.2 10 marks

Choose the best word from the brackets () to fill the gap.

- I didn't like the way the company was being run so I
(resigned/sacked/terminated)
- They laid 200 people in March and 50 more in September. (on/off/out)
- I joined this company because the career is excellent. (path/way/contract)
- I have regular performance with my manager. (advice/support/reviews)
- We now have fewer employees and so the company is much
(efficient/leaner/fatter)
- I have worked my way up and now I am a manager. (main/old/senior)
- She was for copying company software on to her PC. (fired/promoted/retired)
- I was appointed on a contract so my job isn't very safe.
(permanent/full-time/temporary)
- When you join a company now you can't expect a for life.
(job/work/career)
- If you break the safety rules you can be immediately.
(downsized/dismissed/delayed)

7.3 7 marks

Write one word in each gap to complete the conversation. The first three letters of each word are given. The first one is an example.

'We have to restructure..... our company if we are to survive. We will have a fla..... structure with only two levels of management. We don't want to make anyone red..... . Some of our senior people will take early ret..... . The rest will be offered posts, but they may be at a lower level. No one likes to be dem..... but it is better than being out of work. We hope people will be fle..... and move to different jobs. If anyone decides to hand in their not..... we will help by offering out..... advice. This is a very difficult time for us all.'

Your score
/24

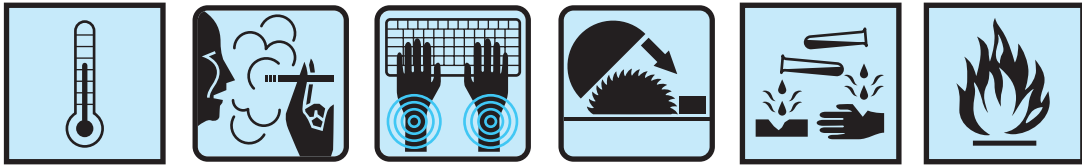
Test 8

Problems at work

Total	20
Target	15+

8.1 6 marks

The symbols represent possible problems at work. Match each statement (1–6) with the right symbol. Write the letter of your chosen answer in the box on the right. You may use each symbol more than once.



A B C D E F

1 That bottle of acid should be locked in the store room. If it gets on your skin it will burn you.	
2 Only two people smoke in our office, but even that makes it difficult for me to breathe.	
3 This safety guard MUST be in place at all times. Anyone who removes a guard will be sacked.	
4 Last winter it got so cold that we all had to go home until the heating was fixed.	
5 I've got a pain in my fingers and wrists. It must be due to all that data entry we did last month.	
6 Caution! This machine must only be used by a trained operator.	

8.2 6 marks

Choose the best word from the brackets () to fill the gap.

- I've cut my finger. Can you get the aid kit for me? (health/injury/first)
- That pile of waste paper is a fire (precaution/hazard/exit)
- This special keyboard reduces the risk of repetitive injury. (strain/stress/stroke)
- There is no smoking here because of the dangers of smoking.
(passive/passionate/personal)
- I reported the missing fire extinguisher to the health and inspector.
(danger/hazards/safety)
- The poor air-conditioning system makes it a bad working
(environment/place/zone)

8.3 8 marks

In each sentence, there is *one* word which is *wrong*. Circle the mistake and write the correct word at the end of the line. The first one is an example.

- All companies should have a dignity at work (police.) policy
- My last manager was a terrible bull. He shouted at us all the time.
- Finally, he was sacked for sexual harass because of his remarks to women.
- The judge said the company had discriminated about Mary Chambers.
- There was a wooden ceiling which prevented her from being promoted.
- This was obviously a case of serious woman discrimination.
- The company said it had an equal opportune policy but I don't believe it.
- I was the only black employee and I was a victim of racism discrimination.
- We need some affirmative activation here like they have in America.

Your score
/20

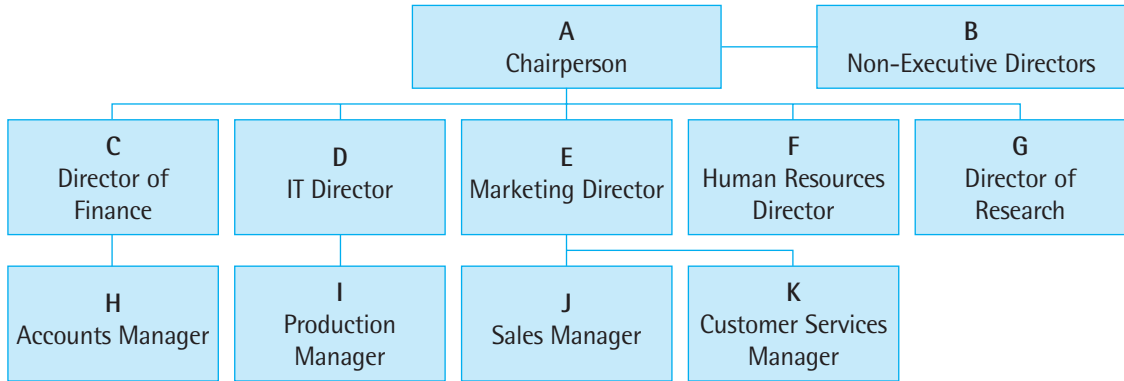
Test 9

Managers, executives and directors

Total	18
Target	14+

9.1
8 marks

The diagram below shows the management structure of Universal Software. Match the people (1–8) with their positions. Write the letter of your chosen answer in the box on the right.



1 I'm Marco Alatri and I'm the director responsible for the company budgets and accounts.	
2 I'm Tom Scott. I'm not actually a manager at Universal, but I do sit on the board.	
3 My name is Helen Good. I'm the CEO and I also chair the board.	
4 My name's Carla Jelinek. I'm in charge of the company's information systems.	
5 I'm Dan Matthews. My team develops new products and tests them.	
6 I'm Karine and my team deals with calls from the public . . . and complaints!	
7 I'm Alex Tait and I'm responsible for company recruitment and staff development.	
8 My name is Patrick Aubaile and I report to the CFO.	

9.2
6 marks

Choose the best word from the brackets () to fill the gap.

- Our sales manager heads a department of 40 people. (out/off/up)
- I work in accounts and Tina is my manager. (line/head/over)
- I work for Franz and I think he is the best I've ever had. (boss/executive/director)
- I was in management for 10 years before I became a director.
(medium/middle/vice)
- Tanya Minelli is Marketing at Global Foods in New York. (VP/COO/CFO)
- She's the only woman here who has a executive position. (higher/chief/senior)

9.3
4 marks

Find a word related to each clue. The first letter is given in each case.

- Where company directors hold their meetings
- Head of a company in the US
- What 'F' stands for in CFO
- Another term for the chief executive: Managing

1	b								
2	p								
3	F								
4	D								

Your score
/18

Test 10

Business people and business leaders

Total	19
Target	15+

10.1 6 marks

Choose the best word from the brackets () to fill the gap.

- The Ford Motor Company was in 1903. (find/found/founded)
- There were 2,700 business in the UK in the last quarter.
(start-ups/get-ups/start-offs)
- Sir Richard Branson is one of Britain's of industry. (bosses/captains/moguls)
- Rupert Murdoch is a media who owns many newspaper and TV companies.
(leader/magnate/founder)
- That's Angelina Carlito. She's a very successful
(businessman/businesswoman/business people)
- My mother started with one shop and now she heads up a huge business
(empire/country/world)

10.2 6 marks

Write one word in each gap to complete this text. The first and last letters of each word are given.

'My name is John Forbes. I'm 29 years old and I've just started my fourth company. I guess I am an e _ _ _ _ _ r because I am good at e _ _ _ _ _ g new businesses. My aim is to g _ _ w a new company until it is big enough to survive and develop. Then I move on. I like taking risks so just managing an organization would be too boring. To tell the truth, I don't have the l _ _ _ _ _ p skills necessary. I can't see myself as a software t _ _ _ _ n like Bill Gates. I just want to make the most of the e _ _ _ _ _ l skills that I do have.'

10.3 7 marks

Find the answer to each clue. One or two letters are given in each case.

- Woman or man who has their own company
- Owns film studios – perhaps in Hollywood
(2 words)
- One who started a company
- Collective term for TV, radio, newspapers
- Owns wells and pipelines – for 'black gold'
(2 words)

1	b							p				
2	m					m						
3	f											
4	m											
5	o				m							



Your score
/19

Test 11

Organizations 1

Total	20
Target	15+

11.1
6 marks

Draw a line from each word on the left to a word on the right to make a word pair. (There is one extra word that you don't have to use.) The first one is an example.



big
corporate
self
e-
free
enterprise
nationalized

industry
commerce
employed
business
enterprise
department
profits
zone

11.2
6 marks

Choose the best word to fill each gap from the alternatives given below. Put a circle around the letter, A, B or C, of the word you choose.

'The economy of eastern Europe has changed a lot. Twenty years ago, the main industries were completely nationalized and many companies were owned by the (1) They did not work well. They were inefficient and (2) Now governments are trying to (3) them, but it is not easy to find (4) People don't want to put money into the old companies. However, some people are happy to (5) their money on new businesses and there are signs that a new enterprise (6) is growing.'

- | | | |
|------------------|---------------|----------------|
| 1 A nation | B state | C country |
| 2 A automatic | B diplomatic | C bureaucratic |
| 3 A privatize | B nationalize | C enterprise |
| 4 A corporations | B firms | C investors |
| 5 A save | B risk | C sell |
| 6 A culture | B commerce | C concern |

11.3
8 marks

Decide what each statement is about. Write the missing word. (The first letter is given.)

- 'We use our initials "TFT" inside a blue arrow. It's on all our notepaper.' *corporate* l_____
- 'It was a bad idea. We lost a fortune and the company collapsed.' *commercial* d_____
- 'We're based in the US but we operate in over 30 countries.'
m_____ *corporation*
- 'We specialize in helping SMEs.' *small or medium* e_____
- 'We want people to see us as expensive – but offering the very best quality.'
corporate i_____
- 'We meet once a month and we aim to help local businesses.' c_____ *of commerce*
- 'By next year, all our business will take place on the Internet.' *electronic* c_____
- 'I was a manager, but I'm working my way up and I hope to be a director soon.'
corporate l_____

Your score
/20

Test 12

Organizations 2

Total	18
Target	14+

12.1 6 marks

Write the missing word in each sentence.

- I work for myself. I have been s _ _ _ - employed for ten years.
- We borrowed £80,000 from the building s _ _ _ _ _ to buy our house.
- We became a p _ _ _ _ limited company last year and since then our share price has risen by 15%.
- I work for myself so the tax office classifies me as a s _ _ _ trader.
- We are a not-for-p _ _ _ _ organization dedicated to providing health services for the poor.
- Like lots of charities, we employ a professional to organize our f _ _ _ - raising activities.

12.2 6 marks

Choose the best word to fill each gap from the alternatives given below. Put a circle around the letter, A, B or C, of the word you choose.

Aberdeen Reliance is one of the country's smaller life insurance companies. It was set up in 1920 as a (1) This means that the 15,000 people who have insurance policies with the company are (2) These, in theory, own all the (3) and there are no (4) Last year, the board of directors wanted to sell the company to a large American (5) , but first they had to get the policy holders to agree to (6) This was heavily defeated, proving that many people still value the traditional status of the company.

- | | | |
|-----------------|-------------------|----------------|
| 1 A mutual | B public | C incorporated |
| 2 A partners | B directors | C members |
| 3 A profits | B salaries | C expenses |
| 4 A customers | B traders | C shareholders |
| 5 A corporation | B sector | C proprietor |
| 6 A freelancing | B demutualization | C limiting |

12.3 6 marks

Find the answer to each clue. The first and last letters are given in each case.

- Ltd written in full
- What the 'C' stands for in PLC
- Someone who works for him/herself – not for one company
- Organization owned and run by two or more people
- Charities are in this sector of the economy
- Money given to a charity

1	l											d
2	C											y
3	f											r
4	p											p
5	v											y
6	d											n

Your score
/18

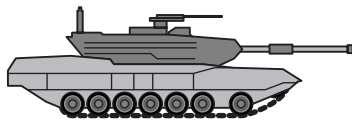
Test 13

Manufacturing and services

Total	19
Target	15+

13.1
7 marks

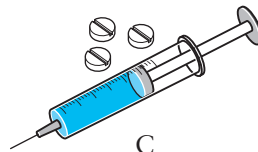
Match *each* picture with one of the industries listed in the table. Write the letter of the picture next to the right industry. Some industries may match more than one picture. The first one is an example.



A

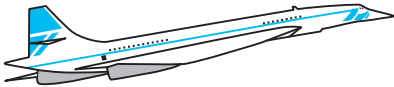


B

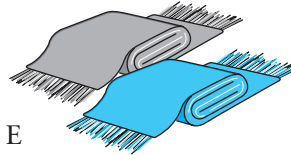


C

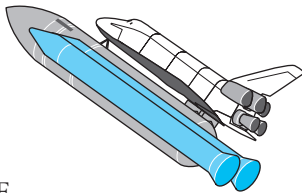
defence	A
construction	
aerospace	
media	
pharmaceuticals	
telecommunications	
textiles	



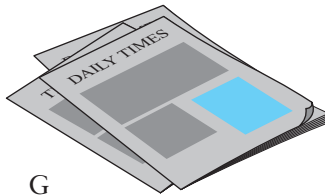
D



E



F



G



H

13.2
6 marks

Match each statement with one of the service industries listed in the box. There is one extra industry that you don't have to use. The first one is an example.

catering	financial services	healthcare	leisure	property
	retail	telecommunications	tourism	

- 0 In our shop we sell high quality shoes from Italy. *retail*
- 1 We offer low-cost package holidays in Spain, Portugal and France.
- 2 We manage the largest, and most modern, private hospital in England.
- 3 We have 22 executive flats to sell close to the city's business district.
- 4 We currently supply in-flight meals to seven international airlines.
- 5 Our health and sports clubs can be found in over 130 hotels in the UK.
- 6 We give advice on how to save money or where to invest it.

13.3
6 marks

Choose the best word from the brackets () to fill each gap.

- 1 I spent 25 years in the US, working in the industry. (automobile/automobiles)
- 2 In Britain, shipbuilding and other industries found it hard to survive in the 80s. (light/heavy)
- 3 Telecommunications was one of the industries of the 1990s. (growing/growth)
- 4 We don't build computers: we just write the (software/hardware)
- 5 We manufacture refrigerators, washing machines and other household (goods/parts)
- 6 Biotechnology is the new, industry of the 21st century. (processing/emerging)

Your score
/19

Test 14

The development process

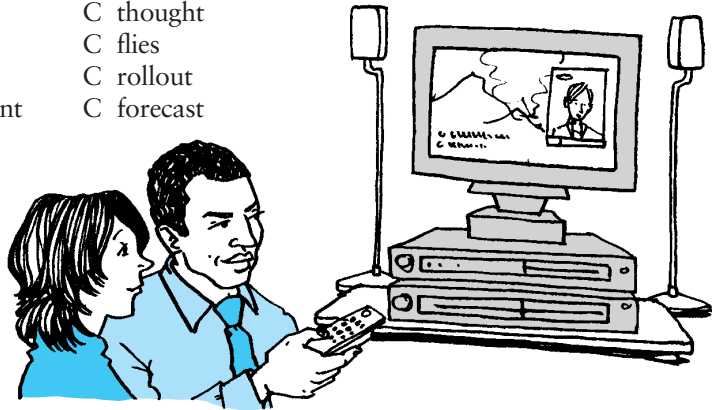
Total	20
Target	15+

14.1 8 marks

Choose the best word to fill each gap from the alternatives given below. Put a circle around the letter, A, B or C, of the word you choose.

'We are very excited about our new multimedia range. The original (1) was to produce a large, flat screen that would hang on the wall like a picture. Our (2) research showed us that people don't want huge TVs in their living rooms. 80% of people who filled in our (3) said they wanted one screen to be a TV, a computer monitor, or used to show DVDs. It took us two years to make the (4) When we showed it to our (5) group, they loved it. There were one or two small (6) , but we solved them easily. We are having a big product (7) next week and our sales (8) is approximately 100,000 units in the first year.'

- | | | |
|-----------------|--------------|-----------------|
| 1 A design | B concept | C manufacture |
| 2 A market | B shop | C laboratory |
| 3 A application | B interview | C questionnaire |
| 4 A trial | B version | C prototype |
| 5 A focus | B panel | C thought |
| 6 A insects | B bugs | C flies |
| 7 A launch | B survey | C rollout |
| 8 A team | B department | C forecast |



14.2 6 marks

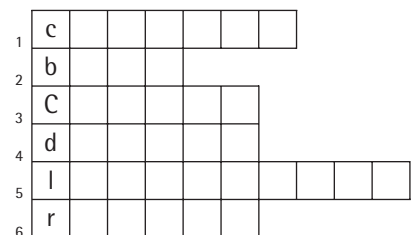
Choose the best word from the brackets () to fill the gap.

- We did a in which we interviewed 200 members of the public. (survey/research)
- I am on the panel for Smiths Frozen Meals. (researcher/consumer)
- We hope to produce this medicine on an industrial by 2006. (size/scale)
- Our new drug is against all common forms of malaria. (effective/active)
- In , 90% preferred the taste of our new coffee. (trials/questionnaires)
- We'll see what customers think of the new model after the in April. (rollout/forecast)

14.3 6 marks

Find a word related to each clue. The first letters of the answers are given.

- Another word meaning 'idea'
- The final test version
- IT system used for design and manufacture
- Another word for a 'fault'
- Where scientists develop new drugs
- Ask people to return faulty products



Your score
/20

Test 15

Innovation and invention

Total	22
Target	16+

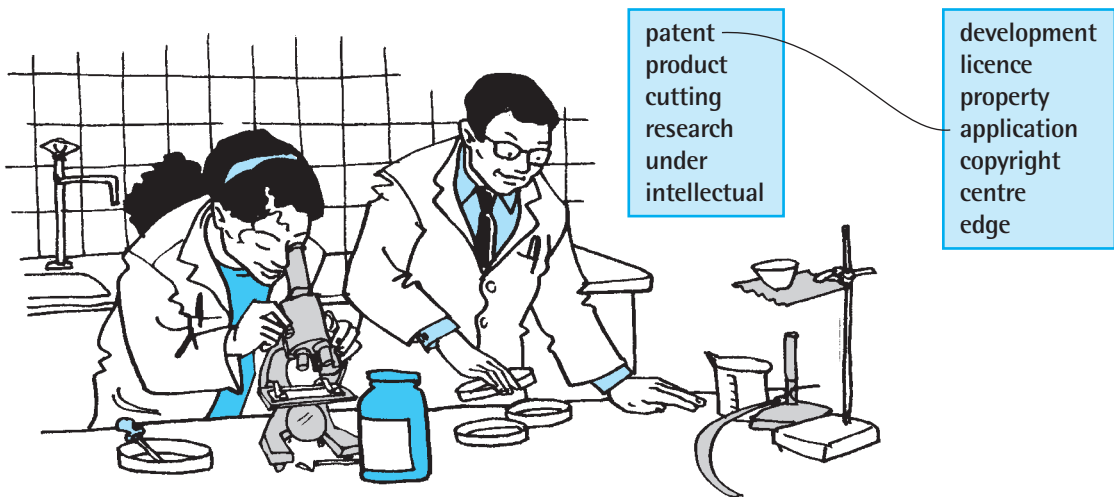
15.1
6 marks

Fill the gap in each sentence by writing the correct form of the verb given in brackets. The first one is an example.

- Suzanne King is in charge of product *development* at Westworld Electronics. (develop)
- I want to be a graphic when I graduate. (design)
- I think that the Internet is the greatest of the past 50 years. (innovate)
- We are looking for someone with of databases and spreadsheets. (know)
- Christopher Cockerell was the of the hovercraft. (invent)
- You have to pay a lot to get a good software (develop)
- Have you seen her for the new shopping centre? (design)

15.2
10 marks

Draw a line from each word on the left to a word on the right to make a word pair. (There is one extra word that you don't have to use.) Then use your word pairs to complete the sentences below. The first one is an example.



patent
product
cutting
research
under
intellectual

development
licence
property
application
copyright
centre
edge

- We have made a *patent application* to stop people copying our invention.
- Our drug for pain relief is made in 32 countries.
- I'm in charge of at Minnow Technologies.
- We use the latest technologies to keep our products at the
- We took them to court because the original idea was our
- We test all new drugs at our in Zurich.

15.3
6 marks

Choose the best word from the brackets () to fill the gap.

- I bought a PC just five years ago and now it is (innovative/obsolete)
- Our new engine uses state-of-the-..... electronics. (art/science)
- I think that the of computer control systems is fascinating.
(technology/knowledge)
- Advanced, systems are great, but there is more to go wrong.
(low-tech/hi-tech)
- I receive a of 10% on all my books that the publisher sells. (royalty/licence)
- Finding out how antibiotics work was a tremendous
(breakthrough/breakout)

Your score
/22

Test 16

Making things

Total	18
Target	14+

16.1 6 marks

Choose the best word from the brackets () to fill the gap.

- You can buy fresh vegetables and other agricultural in the market.
(produce/production)
- We are the largest of printing machinery in the UK.
(manufacturer/manufacturing)
- Their cars are cheap because they them out in huge numbers. (craft/churn)
- I started working on the production ten years ago. (plant/line)
- There aren't enough skilled workers in the building industry and the is getting worse. (shortage/surplus)
- is a problem in the holiday industry with too many hotels and not enough tourists. (Overproduction/Overcapacity)

16.2 6 marks

Choose the best word or phrase to fill each gap from the alternatives given below. Put a circle around the letter, A, B or C, of the answer you choose.

'This is where we produce plastic pipes and fittings for the construction industry. This (1) was opened in 2001. Everything is highly (2) with computers controlling all the machines. The system was expensive to buy but it is very (3) When we are working at (4) capacity, we can produce 200 kilometres of pipe a day. We only employ 20 people in our (5) team so our (6) is very high.'

- | | | |
|--------------------|--------------------|-----------------|
| 1 A shop | B plant | C works |
| 2 A automatic | B autocratic | C automated |
| 3 A cost-effective | B labour-intensive | C mass-produced |
| 4 A full | B excess | C spare |
| 5 A making | B producing | C manufacturing |
| 6 A intensity | B productivity | C capacity |

16.3 6 marks

Find the answer to each clue. Some letters are given to help you.

- Too much of something on the market
- Machine that does the work of a human
- Place where goods are made
- Where parts are put together to make a product:
..... line
- Where a craftsman makes, for example, pieces of furniture
- Not produced by a machine but crafted by a person

1	g			t			
2	r				t		
3	f					y	
4	a						y
5	w						p
6	h				-	m	

Your score
/18