

Test your Business Vocabulary in Use Advanced

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Introduction

What is in this book?

This book is designed to help you test the vocabulary you have learnt through studying *Business Vocabulary in Use Advanced* by Bill Mascull. It contains 50 unit tests – one for each unit of the *Business Vocabulary in Use Advanced* book. Each test is closely matched to the content of the relevant study unit. You will find the Answer key at the back of the book.

There are also three summary tests – these occur after every 15–17 unit tests. Use these to check your progress. There are answers and guides to interpreting your summary test scores in the Answer key.

How do I use the unit tests?

There are five stages in preparing for and using the tests.

- **Preparation:** Study a business vocabulary unit thoroughly. When you feel confident that you have mastered *all* the key words, you are ready to do the relevant test.
- **Testing:** Each test includes a variety of tasks – matching words to their meanings, selecting the right word from a number of alternatives, creating and using word pairs, etc. Each question tests one important piece of vocabulary. Try to do all the questions in the test.
- **Marking:** When you have finished all the tasks, check your work. Then use the Answer key at the back of the book to mark your test. Give yourself one mark for a completely correct answer and zero for an incorrect answer. Add up all your marks to get your total score.
- **Interpreting your score:** Compare your score with the target score for the test. (You will find this at the top of the test.) If you reach the target score, you can feel confident that you have learnt most of the important vocabulary for the unit.
- **Revision:** If you do not reach the target score, you probably need to do more work. Go back and revise the unit. Use your test results to find the areas where you were weak and the words you did not know. Concentrate on learning these.

How long do the tests take?

The unit tests are not timed. Each one will probably take between 10 and 15 minutes, but take as long as you need to get the highest mark possible. The summary tests are longer and are likely to take about 45 minutes each to complete.

We hope that these tests will support you while you improve your business English and that they will help you master the important vocabulary that you will need in your work. We found writing this book both interesting and rewarding – we hope that you will feel the same way about using it.

Lyn Strutt and Joy Godwin