

	BGF NYTK	B2	Grammar and Vocabulary	
	English for Finance		35 minutes	20 marks
	Sample			

WRITE ALL THE ANSWERS ON THE ANSWER SHEET.

I. ¹⁻⁵ Match the business words or expressions with the definitions below. You will not need two expressions.

*preference, Income Statement, subsidy, Balance Sheet,
discount rate, VAT, excise duty*

- Financial support given by the government.
- The interest rate the central bank charges for loans to commercial banks.
- A type of tax levied on products such as tobacco, alcohol etc.
- A financial document that indicates the financial position of a business at a particular time.
- A type of share on which the holder receives a fixed amount of dividend.

II. ⁶⁻¹⁰ Fill in the gaps in the following sentences with the appropriate word. Write ONE word in one sentence.

- per share is the net income available to shareholders divided by the number of common shares outstanding.
- A Bill of is an unconditional order in writing and can be payable at sight.
- Companies should complete their return as soon as possible.
- In some cases companies are entitled to a VAT
- An underwriter has the task of agreeing to accept all or part of the risk of providing cover.

III. ¹¹⁻¹⁵ Complete each sentence with the correct form of the word in capital letters.

- TAX A public limited company is a separate entity.
- BENEFIT With life assurance, the money is paid upon a person's death to the
- DOCUMENT The two more common terms of payment are Letter of Credit and collection.
- ECONOMY When times are hard, it may be necessary to cut costs and
- RECOVER Although the future may look bleak, in the long term a is predicted for the economy within the next five years.

IV. ¹⁶⁻²⁰ What do the following (business) abbreviations stand for?

- ROA
- AGM
- P&L a/c
- ACT
- PAYE

V. ²¹⁻²⁴ **Complete each sentence so that it means the same as the one before it.**

21. Which department do you work in?
She asked me...
22. On the receipt of your order we shall send the goods immediately.
As soon as we...
23. Although we faced a fierce competition we achieved record profits.
In spite...
24. We have already settled all our accounts.
All our accounts...

VI. ²⁵⁻³⁰ **Choose the best alternative.**

25. They asked the staff to avoid to journalists.
A) having spoken B) speaking C) to speak D) being spoken
26. Every employee of the firm to a discount of 10 percent.
A) entitles B) are entitled C) is entitled D) be entitled
27. The new system the results they expected.
A) have produced B) not producing C) producing D) did not produce
28. If they the contract now we would beat our competitors.
A) had signed B) would sign C) signed D) will sign
29. Mr. Smith is the man report you are reading now.
A) of whose B) of which C) who wrote D) whose
30. It's worth the Stock Exchange news if you want to buy shares.
A) to watch B) watching C) to have watched D) to be watched

VII. ³¹⁻³³ **Fill in the following sentences with suitable prepositions.**

31. We are confident that this offer will appeal middle-aged people.
32. In order to survive you must keep up-to-date the latest developments in technology.
33. We insist payment in full within 2 weeks.

VIII. ³⁴⁻³⁷ **Use the correct form of the verbs in brackets to complete the following sentences.**

34. The train(depart) at 7.20 p.m. every day except Sunday.
35. Tomorrow morning they(be) very busy receiving guests.
36. My boss(never/fly) before. He prefers driving.
37. I'm sure you(talk) to your friend during the lecture. That's why you can't remember anything.

IX. ³⁸⁻⁴⁰ **Fill the gaps in the following sentences with a linking word or expression from the box. You will not need two of the expressions.**

so, although, in order to, because of, due to

38. The management decided to change the company policy stay competitive.
39. Everything was ready, they were able to discuss the strategy before the talks started.
40. The flight was delayed the unfavourable weather conditions.

KEY	FIGYELEM! ➔	<p>Kérjük, ide ragasszon egy ÍRÁSBELI azonosító kódot! Hiánya esetén dolgozata érvénytelen.</p>
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First Marker:	Second Marker:	Raw score:	Converted:		
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1.	Subsidy	21.which department I worked in.
2.	Discount rate	22.	...receive/have received your order we shall send the goods immediately.
3.	Excise duty	23.	...of the fierce competition (we faced) we achieved record profits.
4.	Balance Sheet	24.	...have already been settled.
5.	Preference	25.	B
6.	Earnings	26.	C
7.	Exchange	27.	D
8.	tax	28.	C
9.	refund	29.	D
10.	insurance	30.	B
11.	taxable	31.	to
12.	Beneficiaries	32.	with
13.	documentary	33.	on
14.	economise	34.	departs
15.	recovery	35.	will be
16.	Return on assets	36.	has never flown
17.	Annual general meeting	37.	were talking
18.	Profit and Loss account	38.	in order to
19.	Advance corporation tax	39.	so
20.	Pay as you earn	40.	due to