

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

WRITE ALL THE ANSWERS ON THE ANSWER SHEET.

I. ¹⁻⁵ Match the expressions with the business definition. There are 2 extra expressions which you do not need to use.

claim, deposit account, specifications, headquarters, trade dividend, consumption

1. banking facility for keeping money for a longer period of time to earn higher interest
2. the exchange of goods or services
3. the central buildings where a company is located
4. a request for compensation from an insured person
5. the money paid to shareholders out of a company's profit

II. ⁶ Complete each sentence with the correct form of the word in capital letters.

6. May I speak to Mrs. Cherry, please. I think, it's 152. EXTEND
7. Faulty goods can be returned to the shop only with the RECEIVE
8. The company has acquired a market share recently. CONSIDER
9. We cannot accept this offer because the conditions are very ADVANTAGE

III. ¹⁰⁻¹³ Which of the two words on the left form partnership with the word on the right?

- | | |
|--------------|-----------|
| 10. sales | figures |
| commercial | |
| 11. bank | statement |
| balance | |
| 12. proforma | invoice |
| debit | |
| 13. screen | projector |
| overhead | |

IV. ¹⁴⁻¹⁷ Which is the odd word out in each line?

- | | | | |
|-----------------|---------|----------|---------------|
| 14. partnership | merger | takeover | joint venture |
| 15. loan | borrow | interest | research |
| 16. gain | receive | promise | get |
| 17. quotas | tariff | shares | protectionism |

V. ¹⁸⁻²⁰ What do the following abbreviations stand for?

18. PR
19. TQM
20. MBA

VI. 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...

VII. 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

VIII. 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.


IX. 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.

X. 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.**

<i>so, although, in order to, because of, due to</i>
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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!</p> <p>Hiánya esetén dolgozata érvénytelen.</p>
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1.	deposit account	21.which department I worked in.
2.	trade	22.	...receive/have received your order we shall send the goods immediately.
3.	headquarters	23.	...of the fierce competition (we faced) we achieved record profits.
4.	claim	24.	...have already been settled.
5.	dividend	25.	B
6.	extension	26.	C
7.	receipt	27.	D
8.	considerable	28.	C
9.	disadvantageous	29.	D
10.	sales	30.	B
11.	bank	31.	to
12.	proforma	32.	with
13.	overhead	33.	on
14.	partnership	34.	departs
15.	research	35.	will be
16.	promise	36.	has never flown
17.	shares	37.	were talking
18.	public relations	38.	in order to
19.	total quality management	39.	so
20.	Master of Business Administration	40.	due to