

Business English I – Use of English (45 minutes, 2 pages)

Please observe the time allowed and do not use anything but pen and paper.

Send your scanned paper to jimenezantonio@gmail.com to have it graded.

This paper weighs 20% towards your final mark.

1. Read the article below about team-building. **Choose the correct word to fill each gap, from A, B or C right.**

TEAM-BUILDING THROUGH ACTIVITIES

Nowadays, company bosses are increasingly trying to find unusual team-building events as part of their training programme. An activity park (29) Fast-track has just opened to offer (30) events. It specialises (31) events to attract the corporate entertainment market, (32) is growing all the time.

A calling	B calls	C called
A such	B like	C so
A at	B for	C in
A who	B which	C what

The park is situated just a few kilometres outside the city centre (33) it provides events that (34) entertain as well as train.

A and	B but	C or
A ought	B will	C shall

Clients can try outdoor attractions such as sailing or climbing. (35) availability clearly depends entirely (36) the weather. Activities of (37) kind are perfect team-building exercises.

A because	B although	C since
A on	B of	C with
A a	B these	C this

'I'd (38) been to an activity park before,' explained James Black, a company manager. 'Before we came, I didn't think we (39) enjoy ourselves so much and I didn't expect the huge difference that Fast-track's programme has (40) to my team. Now we work better together than we did before.'

A still	B ever	C never
A must	B would	C might
A made	B had	C done

2. Complete these sentences with the right form of the verb in brackets:

He joined the company 25 years ago and he still (work) for us.

We (not/send) out any orders this week because we're waiting for the new lists.

I (deal) with Mr Matsumi's clients this week because he's away.

Go down this road, turn right, and the road (lead) straight to the industrial estate.

Because of the Euro/Dollar exchange rate, EU exports (not/do) very well at the moment.

The stock market is risky because the price of shares (vary) according to economic conditions.

I (learn) French because I'm going to be based in the Paris office next year.

Hello. I'm Heinrich Brandt, I'm German, and I(come) from a small town near Munich.

3. Complete the text with a suitable word (initial given):

Patchi, a global c _____ specializing in chocolate products, today has b _____ in around 40 countries and has recently e _____ into the Far East by opening outlets in Takashimaya, a Japanese d _____

store. When the first Patchi shop opened back in 1974, it soon became famous for creating l_____ gift items for weddings. With global expansion, this has now extended to i_____ for a huge variety of special occasions. Mr Choucair always intended his products to _____ out from the competition and one of Patchi's unique points is the luxurious p_____. In 2008, Patchi made what is probably the most e_____ box of chocolates in the world, with real leather decorated with gold, costing over £5,000.

4. Complete these sentences with the right form of the verb in brackets:

Two friends on the beach, with a pile of specially designed T-shirts to sell to the surfers! That was how it all (begin) back in 1995. Our cousin Sandy (come) up with some of our best designs but we (have) any premises then. She still (do) them for us sometimes! But holidaymakers (like) the T-shirts so much that we soon (buy) up our own shop and the company just (grow) from there. These days of course we (sell) T-shirts on the beach any more. The company (have) over 20 stores across the country. We (look) for some more new premises at the moment too, so watch this space! But there's one thing we (not intend) to change. We would like to (stay) your top choice for fun T-shirts and beach shorts.

5. Complete each gap with ONE appropriate word

Most people in their 60s are starting to think about retirement but Eileen Birch took a very different course of action. She set her own business at the age of 63. The business is 'Natural Beauty', a shop sells organic skin care products. Eileen has run it with the help of her sister the last three years. the financial risks, she believes that she made the right decision. Over the last year, the business has seen a growth in sales and Eileen now has a much better lifestyle most people of her age.

Her case is not unusual. At the moment, about 10 percent of new businesses are started someone over the age of 60. Andrew Moran, an investor, believes that we will certainly see more in the future pensions are becoming so uncertain. According to Mr Moran, no one in their sixties feel they are too old to do something new. Often it's the right time to think about that thing that you always wanted to do and decide if it can you some extra money.

6. Complete with will, won't, would or wouldn't.

If he decides to resign, we need to find someone else as soon as possible.
If you were the Chief Executive, what changes you make?
Your CV is too modest. If they read your CV, they even invite you for an interview.
If she accepts the post, she have to sell her house and move.
You really should stay at home today. I go into work if I felt ill.
If prices are right I buy a new computer for the office, but a laptop for each of you.
I have decided to leave my job. If they paid me more I stay, though.

7. Underline or circle the right option in *italics* to complete each sentence.

You must/needn't/don't have to save a file before you turn the computer off, or you will lose it.
I'm afraid this is a non-smoking office, so you don't have to/shouldn't/can't smoke in here.
Employees are reminded that they mustn't/needn't/might not use the office phone to make personal calls.
You shouldn't/needn't/mustn't send that reminder to Eastwood's - they paid the invoice this morning.
You shouldn't/don't have to/can't buy or sell alcohol in Iran, Saudi Arabia, and several other countries.
This income tax form should/must/needn't be completed and returned to the Inland Revenue within 30 days.
This information is highly confidential, so you don't have to/mustn't/needn't discuss it with anyone.
As you are from the EU, you shouldn't/mustn't/don't have to have a visa to go to France.