

Entry Test

Listening

You will hear a recorded message. Write one or two words or a number in the spaces on the note below.

You will hear the recording twice.

Message for:	<i>Martin James</i>
Caller's name: ¹
Company:	<i>Furniture Wagon</i>
Called about:	<i>A forthcoming</i> ²
Will now take place on:	(date)..... ³ at (time)..... ⁴
Please call her on: ⁵

Skills

A Match the questions (6–10) to the replies (a–e).

- 6 **A:** Right let's get started, shall we?
B:
- 7 **A:** Thank you for listening to my presentation. Does anyone have any questions?
B:
- 8 **A:** Bill Smith speaking. How can I help you?
B:
- 9 **A:** What do you think about my idea?
B:
- 10 **A:** Sharon, can I introduce you to my colleague Simon?
B:
- a) Hello, pleased to meet you.
b) I quite agree – it's the best thing to do.
c) Could you say something about the overall performance?
d) Hold on a moment, Paul's not here yet.
e) Could you put me through to Jenna Hall, please?

B Put the sentences below in a logical order to make a conversation. The first one has been done for you.

- a) OK. Hang on. Let me get a pen. Right, go ahead.
- b) We're moving the venue to the Novotel Hotel as it's bigger.
- c) Hello Mike, it's Sharon here. I'm calling about the training course on Friday.
- d) OK. Anything else?
- e) Oh, hello Sharon. What's the matter?
- f) I'm afraid we're going to have to make some changes.
- g) Bye.
- h) Martin Beal isn't able to run the afternoon session. Brian Small is going to do it instead. That's all I think.
- i) OK. I'll let everyone know. Thanks for calling. Bye.

- | | |
|----------------------|----------|
| 0 ^c | 15 |
| 11 | 16 |
| 12 | 17 |
| 13 | 18 |
| 14 | |

Vocabulary

A Match the words (a–k) to their definitions (19–27). The first one has been done for you.

- | | |
|---|-----------------|
| 0 a person /company that pays people to work for them | a) trainer |
| 19 a person / company that produces goods | b) customer |
| 20 a person who you work with | c) CEO |
| 21 a person who buys a product / service | d) manufacturer |
| 22 the highest ranking person in a company | e) employer |
| 23 a person who is paid to work for someone else | f) consultant |
| 24 a person who gives advice | h) employee |
| 25 a person who learns a skill from someone else | i) colleague |
| 26 a person who supervises you | j) trainee |
| 27 a person who teaches others a skill | k) line manager |

B Complete these sentences with the correct form of the word given in brackets.

- 28 I work for a large (organise) that has offices all over the world.
- 29 What is their best-selling (produce)?
- 30 We need to discuss our prices at the (meet) next week.
- 31 All new employees must complete a one-month (train) course.
- 32 The call centre takes phone calls from over 2,000 (custom) a day.

Reading**A Match the headings (33–37) to one of the newspaper articles (a–e).**

- 33 Congratulations to local company!
- 34 Creativity comes at a price
- 35 New branches opening soon
- 36 What a waste of time!
- 37 Growth in IT

B Now decide if the statements are true or false.

- 38 2IT is going to employ a senior executive.
- 39 Scoopy's only won one prize.
- 40 Mercury plans to develop its business in France.
- 41 The majority of companies offer staff opportunities to be creative.
- 42 Most managers interviewed spend over two thirds of their time in meetings.

a)

2IT, based in Coleford, provides computer support to companies across the country and has achieved a record turnover this year of over £3 million. Now, founder and CEO Anne Smith has decided it is time to take on

a new managing director. She said: 'We have grown into a very successful operation, and I have decided the best way to continue to develop and change is to take on someone else with new ideas.'

b)

A Midlands company is top of the advertising world after winning this year's award 'Advertisers of the Year'. Advertising agency Scoopy's, based in Solihull, won every category it entered, beating a number of well-known national

companies. Scoopy's won first prize for the UK's best brochure, and best agency overall. Scoopy's director said the award had surprised everyone at the company, but they were thrilled.

c)

Mercury, the UK-wide furniture retailer, has recently appointed John Drake, the former managing director of French company LTR, as operations director. He will report to the chief executive, Dennis Strong.

Drake will be responsible for overseeing the launch of ten new stores in the first quarter of next year. The out-of-town retail outlets will sell furniture direct to customers.

d)

A recent survey by the Belton Group has revealed that, although two thirds of companies claim to welcome innovation, only one third actually have strategies in place to enable staff to share their ideas, develop them, market them

and ultimately increase the business. Companies may say they want innovation, but, to be truly innovative, companies need to encourage staff to work in teams, take risks and make mistakes.

e)

Meetings, meetings, meetings. Do you sometimes feel you spend your life sitting in one meeting or another? Well, if you do, you're not the only one. One report, just published by Siliton Consultancy, claims that the majority of senior managers they questioned spent

over seventy percent of their working life in meetings. Of these managers only six percent considered the meetings of any real value, feeling that too often meetings are badly-planned, badly-chaired and over-length.

Language

A Choose the correct form of the verb in brackets to complete this e-mail.

To...	Jake Williams
Subject:	Estonia

Hi Jake

Sorry for not replying to the e-mail you ⁴³ (have sent /sent) last week. I ⁴⁴ (am / have been) on business to Estonia for a week and only ⁴⁵ (returned / have returned) yesterday.

The visit ⁴⁶ (didn't start / doesn't start) well though! Unfortunately my bus to the airport was late and I ⁴⁷ (almost missed / have almost missed) the plane. Anyway, I had a good time and I am already planning another trip!

Best wishes

Carina

B Complete the sentences using the correct form of the verb in brackets.

- 48 The company (never / spend) more than \$1.4m on marketing.
- 49 My colleague (travel) to Germany on business next week.
- 50 At the moment we (develop) a new logo.
- 51 The 14.13 train to Milton Keynes (usually / leave) London Euston from platform 5.

C Complete the sentences using the correct alternatives.

- 52 Write down your contact details there and I you a brochure.
 a) send b) will send c) am sending
- 53 I here since 1995.
 a) have worked b) am working c) work
- 54 We nearly bankrupt in the summer.
 a) had gone b) have gone c) went
- 55 I've decided what to spend my redundancy money on. I my own business.
 a) am going to start b) start c) would start

Writing**A You have arranged to meet a colleague from one of your company's other branches. Write an e-mail of 40 to 50 words.****Include the following points:**

- explain that you can't keep the appointment
- give a reason
- suggest an alternative date and time

B Read the advert below and write a letter of application. Write 120 to 140 words. Remember to cover all the points in the advert.

Competition!

Free 2-week business English course in Oxford.

If you think we should send you on the course, write to us at the address below, telling us about:

- any English courses you have attended before
- what you would like to learn on a business English course
- how this would improve your career prospects
- why you would like to visit the UK

Speaking

You will have a ten minute oral test. You have five minutes to prepare. The examiner will ask you a few questions about yourself. Answer the questions as fully as possible.

Remember to cover the following:

- greet the examiner and introduce yourself
- be prepared to answer questions about yourself, your work or study, your free time activities, etc.
- tell the examiner what your ideal job is and why. Speak about factors such as the salary, location, responsibilities, etc.