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**ТЕСТОВЫЕ МАТЕРИАЛЫ ПО КУРСУ
«ДЕЛОВОЙ АНГЛИЙСКИЙ ЯЗЫК»**

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ФГБОУ ВО «УРАЛЬСКИЙ ГОСУДАРСТВЕННЫЙ ЛЕСОТЕХНИЧЕСКИЙ УНИВЕРСИТЕТ»
Кафедра социально-культурных технологий и иностранных языков

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ТЕСТОВЫЕ МАТЕРИАЛЫ ПО КУРСУ «ДЕЛОВОЙ АНГЛИЙСКИЙ ЯЗЫК»

Сборник заданий для самостоятельной работы

Учебно-методическое пособие
для обучающихся всех направлений и специальностей
всех форм обучения

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ВВЕДЕНИЕ

Сборник тестовых материалов по дисциплине «Деловой английский язык» является необходимым элементом учебного процесса и разработан в соответствии с учебной программой курса, который является частью основной профессиональной образовательной программы.

Сборник содержит перечень тестовых заданий по основным разделам грамматики по дисциплине «Деловой английский язык». Выполнение тестовых заданий на практических занятиях, а также при самостоятельной работе обучающихся позволит оценить их знания, приобретенные в ходе теоретического освоения учебной дисциплины и при изучении обязательной и рекомендуемой литературы.

Целью предлагаемых тестовых заданий является определение степени и прочности усвоения знаний морфологии, синтаксиса, грамматики делового английского языка.

Материалы сборника предназначены к использованию как на практических занятиях (в качестве раздаточного материала), так и для внеаудиторной работы студента. На практических занятиях в группе с помощью предлагаемых тестовых заданий преподаватель может проверить подготовку студентов и оценить уровень их знаний.

Интеграция современного российского общества в мировые экономические и общественно-политические процессы, изменения социокультурного контекста общественной жизни влечет за собой изменение требований, предъявляемых современным обществом к образованию в целом и языковому образованию в частности. В современных условиях целью обучения и одновременно условием, обеспечивающим успешность ее достижения, является развитие способности обучаемых использовать иностранный язык как инструмент делового общения в диалоге культур и цивилизаций современного мира. Овладение деловым иностранным языком как средством общения стало реальным требованием времени.

Выберите правильный ответ

1. Answer the question: "How do you do?"

- a) I'm fine. Thanks.
- b) Not too bad.
- c) How do you do?
- d) Pleased to meet you.

2.....much last year?

- a) Have you travelled
- b) Did you travel
- c) Are you travelling
- d) Do you travel

3. In recent years The North Face problems with people making illegal copies of its products.

- a) had
- b) is having
- c) are having
- d) has had

4. Read the text and find the best title. "Dennis Tito was the son of Italian parents who left Italy to live in the USA. His interest in space travel began in 1961 when he saw a satellite in the sky. He studied aerospace engineering at university then he got a job with NASA. But he didn't stay in that job. He started his own company and at the age of 40 he became a millionaire. After a Japanese journalist and a British scientist went into space with the Russians, he decided to offer \$20 million to do the same. The Russians needed the money for their space programme and said 'yes'."

- a) Best Investment.
- b) Dream Comes True.
- c) The Best Way to Travel.
- d) Tito's Biography.

5. Let me give you

- a) some advice.
- b) a piece of advice.
- c) a lot of advice.
- d) Everything is correct.

6. Over the years, the telecommunications industry has experienced a lot of changes, but it is now one of in the world.

- a) the importantest

- b) more important
- c) importanter
- d) the most important

7. When someone gives you their business card in Japan, you it carefully.

- a) can't
- b) may
- c) should
- d) shouldn't

8. Yuri is responsible the company website and the computer system. He's got computers in his office.

- a) to; a lot of
- b) for; many
- c) for; lots of
- d) to; much

9. What do you like to spend your money ?

- a) for
- b) on
- c) at
- d) to

10. The company has recruited a lot of people

- a) this year.
- b) last month.
- c) the other day.
- d) not long ago.

11. I get to work7.30 a.m.

- a) in
- b) from
- c) at
- d) for

12. The Friday evening flight is always full so you book well in advance to be sure of getting a seat.

- a) have to
- b) need
- c) can
- d) must

13. Unfortunately, we can't give you information about the new product. We've only got details and diagrams.

- a) lots of; little; a lot of
- b) much; a few; some
- c) some; any; few
- d) any, few; many

14. The company's profits rose 10% last year.

- a) to
- b) -
- c) by
- d) on

15. The new technology is good, but the company needs a lot of to develop it.

- a) budget
- b) opportunity
- c) potential
- d) funding

16. A joint venture is

- a. the activity of making goods available to customers after they have been produced.
- b. the way of developing new ideas and solving problems by having a meeting where everyone makes suggestions and these are discussed.
- c. the process of putting the parts of a product together in manufacturing.
- d. a business activity in which two or more companies have invested together.

17. Find the best title to the text "The location of a business can be an important factor for its growth. If a company wants to set up an office in a new location – to be near the regional markets, for example, it needs to be sure that the region has good infrastructure and a stable economy. Some governments offer low taxes to attract companies to set up in developing regions. After deciding on the region or city for the new office, the company then has to find a good site for premises"

- a) New Field of Dreams.
- b) Dilemma: A new Location.
- c) Strategy to Find New Premises.
- d) Good Location Increases Profits.

18. It is difficult for companies to set the price of a product. A price may help sales, but it also the profit margin. As a result, the company may have to cut costs to keep prices

- a) higher; increase; reduces; down
- b) lower; decrease; increases; up
- c) lower; increase; reduces; down
- d) higher; decrease; increases; up

19. Identifying fraudulent claims has helped the company to

- a) raise.
- b) spend.
- c) waste.
- d) save.

20. The market for DVD players last year, and the findings in our December survey.

- a) has been researched; will be reported
- b) was researched; are reported
- c) researched; was reported
- d) researched; are reported

21. If you fully satisfied with this product, we you money.

- a) won't be; shall refund
- b) will be; shan't refund
- c) are not; will refund
- d) will not be; refund

22. People on the trainee scheme have no work, just a university qualification.

- a) CV
- b) experience
- c) application
- d) resume

23. If electric cars so many disadvantages, more people them.

- a) didn't have; would buy
- b) don't have; would buy
- c) won't have; will buy
- d) didn't have; will buy

24. The company the market leader for three years now.

- a) is
- b) was
- c) is being
- d) has been

25. I apologize sooner. I look forward you next month.

- a) not to reply; to meet
- b) for not replying; for meeting
- c) not for replying; to meet
- d) for not replying; to meeting

26. Read the text and answer the question: ‘Why are public limited companies under threat?’ “ There are many types of companies. Most large corporations are public limited or joint-stock companies, which means that shareholders who wish to invest in the company can buy and sell parts of the company on the stock exchange. Many are multinationals, with subsidiaries and assets in various different countries, and they generally engage in mergers with other companies and acquisitions in order to expand. However, the large corporation is increasingly under threat from the growing number of dotcoms set up by entrepreneurs.”

- a) They sell some of their parts on the stock exchange.
- b) They merge with multinationals.
- c) The number of dotcom companies is increasing.
- d) Their assets are in different countries.

27. Which is the best title to the text as follows: “Globalization is forcing businesses to make cost savings by reducing operating costs. One way to do this is by outsourcing – transferring business processes such as order processing or call centre management to outside suppliers and service providers. Offshoring is a new form of outsourcing where businesses relocate back-office operations in overseas facilities where labour costs are lower.”

- a) The new global shift.
- b) Going offshore.
- c) Outsourcing.
- d) The great job migration.

28. Which sentence predicts the situation?

- a) We might have to lower our prices in future.
- b) We are going to lower our prices in future.
- c) We will lower our prices in future.
- d) All the sentences predict the situation.

29. CEOs _____ huge rises for years.

- a) have received
- b) received
- c) have been receiving
- d) have been received

30. The figures are _____ than we expected

- a) far worse
- b) worser
- c) worst
- d) by far worse

31. With better training our staff _____ better with the problems that came up.

- a) had coped with
- b) coped with
- c) would cope with
- d) would have coped with

32. Launching later _____ our competitor to beat us.

- a) might have allowed
- b) should have allowed
- c) ought to have allowed
- d) need have allowed

33. _____ as a seller only takes a few minutes.

- a) To register
- b) Registered
- c) Having registered
- d) Registering

34. I remember _____ it in the papers yesterday.

- a) seeing
- b) saw
- c) to see
- d) being seen

35. Falling sales in the US are bound to affect the company's

-
- a) currency
 - b) liabilities
 - c) bottom line
 - d) productivity

36. Companies wishing to _____ for the project should follow the standard procedure.

- a) tender
- b) supply
- c) offer
- d) propose

37. We're having trouble filling the positions because of the _____ of skilled workers.

- a) surplus
- b) reduction
- c) shortage
- d) infringement

38. _____ allow company directors to buy shares at a preferential price.

- a) Severance deals
- b) Pay packages
- c) Stock options
- d) Pension plans

39. Choose the correct forms. Give a summary of the text.

White Consolidated Industries is one of the three largest appliance (manufacture / manufacturers / manufacturer) in the United States. Its sales of \$2 billion in 1983 was surpassed only by General Electric and Whirlpool. It was founded in 1876 to (produce / producer / production) and sell sewing machines. But its real (expand / expansion / expansive) began about twenty years ago. It bought 8 dying appliance (divide / division / divisions) from such big firms as Westinghouse, Ford, GM, and American Motors. The trouble with these divisions was that they were not efficient enough to meet the price (compete / competitor / competition). Within a year White has nursed the patients to (finance / financial / financier) health and transformed them into money (make / maker / makers). As a result, White has become known as a strong (compete / competitor / competition).

40. Read the extracts using correct forms of the words.

A corporation (differ_) from sole (propriet_) and (partner) in that it has an (exist_) separate from its (own_). Thus, for instance, a corporation is not liquidated with every change in (own_). Shares can be sold and bought at any time, they are (transfer_).

Limited companies have to show their (regist_) (umber and the address of the (regist_) office on their stationery.

If a company's (finac_) state is good and it (require_) additional funds, the stockholders may be asked to vote for the (issu_) of additional shares of common stock. The (decide/s_), however, must be carefully thought out. If too many shares are (issu_), the basic value of each share is reduced.

41. Read the text using appropriate words from the list below. Summarize the ideas about the role of partners in a partnership.

Partnership is good for people who feel that they can trust each other to share the ___ as well as the advantages of running a business. Because all the members of a partnership are personally ___ for its debts, the ___ of partners requires very careful the thought. A partner should be able to make an important ___ to running the business in an area which you are unable to take care of. He may have some ___ expertise or have important business contacts to bring in work. He may even be a "sleeping partner" who is doing little apart from putting some ___ in return for a share in the future. To avoid potential disputes it is advisable to compose a formal partnership ___.

Words to choose from: agreement; choice; contribution; money; profits; risks; liable; specialized.

42. Read the three parts of the text choosing correct forms of the words. Summarize the contents of the text.

a. One of the advantages of a sole (property / proprietor / proprietorship) is that an (own / owner / ownership) can make (decide / decisions / decisive) quickly and (decision / decisive / decisively) without having to consult others. And an individual (property / proprietor / proprietorship), by law, pays fewer taxes than does a corporation.

b. As a sole trader, you (decide / decision / decisive) on hiring and firing (employ / employees / employment), on better ways of (invest / investor / investment); in fact, you take full (responsible / responsibly / responsibility) for your business. If the business is (profit / profitable / profitably), you can enjoy all the advantages of being self-employed.

c. There are disadvantages to this form of business, however. A sole (property / proprietor / proprietorship) is (responsible / responsibly / responsibility) for all business debts or legal judgments against the business. If the debts exceed the assets of the business, your (own / owner / ownership) (person / personal / personally) assets –home, automobile, savings, (invests / investors / investments) — can be claimed by (credits / creditors). In other words your financial (liable / liability) is unlimited.

43. Read the sentences using correct forms of the verbs in brackets.

Service industries (play) a dominant role in Britain's economy.

Britain's (base economy) mainly on private enterprise.

All kinds of equipment and heavy machinery (produce) by machine-building plants.

Britain's chemical enterprises (produce) organic and inorganic chemicals, plastics and fertilizers.

At the present time, high-technology industries (grow) rapidly.

Thirteen of the world's fifty best-selling medicines (develop) in Great Britain.

Rich coal and iron deposits (influence) the growth of Britain's economy in the 19th century.

In the early 1990s the British Government (privatise) such major businesses as British Telecom, British Gas, the non-nuclear electricity companies, etc.

In 1994, over 1.5 million cars (manufacture) in Great Britain, though most of the automobile plants (belong) to foreign investors.

British agriculture (know) for its efficiency and productivity.

Agriculture-related exports (include) specialised products such as fresh salmon, Scotch whisky, jams and preserves, tea, beef and lamb.

44. Read the texts using correct forms of the verbs (active or passive voice).

A foreman (be) directly responsible for the shop floor workers. Holders of this position (may, call) the first level of management in an organization. The person who (become) the foreman usually (promote) from within the group of workers. He (receive) increased pay for his extra responsibilities and (have) greater opportunities for training and promotion. Through foremen, decisions of management (pass) to the workforce, while ideas and suggestions from the workforce (transmit) up to the management.

An employee may (dismiss) either because he / she (violate) the contract of employment in some way, or when a fixed term contract (not, renew). If an employee (dismiss) for no good reason, this might (consider) an unfair dismissal and the employee can (appeal) to an industrial tribunal. A situation that (result) when an employee's contract of employment (end) because that job (not, exist) or (not, need), (call) redundancy. Workers who (make) redundant (have) a right to receive compensation.

45. Use correct forms of the verbs "be" and "have". Mind different meanings of these verbs depending on the context.

All manager ... responsible for managing human resources.

Many firms ... a personnel department.

The goal of this program ... to ensure employee competence.

He ... performed his task perfectly.

The disciplinary actions ... performed in three stages.

You ... to compensate your workers adequately.

Sometimes firing can ... avoided by transfer to another job.

We ... hired several new sales representatives.

They ... been hired after detailed interviews.

There ... three steps in an effective disciplinary program.

Penalties ... imposed fairly.

Penalties ... to be imposed fairly.

All penalties ... been imposed fairly.

Top, or administrative, management ... complete responsibility for the whole organization and also ... the authority to run it. Middle management ... to do with a lower level of the firm, such as a department within a division.

As one person cannot do all jobs, some work and authority ... to be delegated from this person to subordinates who ... lower down the chain of command. We ... seen that delegation helps to give people more experience and makes their work more interesting. However, the person delegating authority ... to keep overall responsibility for the deciding.

46. Choose the correct word and put it into the sentence.

production/produced/productive/product

a) In 1992, China ... 500 thousand metric tons of rice.

b) The ... phase encompasses product research and development, purchase of materials, and manufacturing.

c) Our ... is so successful that we are rapidly running out of stock.

d) Jim proved to be very

distribution/ distributor/ distribute

a) Factory representatives ... products to wholesalers and retailers.

b) Moving a truckload of apples from the orchard to the supermarket is an example of

c) British Leyland is an importer and ... by trade distribution of goods

sales/ sell/ sale

a) How efficiently a company ... its products will in large measure determine its success.

b) A company's annual report includes the ... figures for the current fiscal year.

c) Sam got a ... with one of the top manufacturers.

profits/profit/profitable

a) The farm is a highly ... business.

b) The company explores natural resources to its own

c) ... have only slightly increased; therefore we have had to cut further investment.

47. Choose the correct word and put it into the sentence.

information/ informative

a) Getting Acquainted with Accounting, by John L. Carey, is a very ... book.

- b) Many interested parties require specific financial ...
fulfillment/ fulfill
- a) Before the accountant could become the Financial Director she had to ...
a number of requirements.
- b) People there find ... in working for a common goal.
record/ records
- a) Bookkeepers ... business transactions and periodically do a trial to see if
both sides of an account match.
- b) Accountants analyze financial ... and decide how to present them.
standards/ has standardized/ standard
- a) There are some ... procedures for recording financial data.
- b) The computer department ... its procedures for storing and retrieving
data.
- c) The North Sea oil contributed in ... of living in Britain.

48. Замените выделенные термины словами, указанными ниже:

acquire, utilizes, primary, arrangement, last, repaid, expect, capital.

- a) The management is still searching for the *money* necessary to purchase
equipment.
- b) The managers *anticipate* that the company will grow in the nearest
future.
- c) In making investments, a financial manager *uses* a wide variety of in-
formation provided by all departments of the company.
- d) A company needs sufficient funds to *obtain* necessary assets, such as
property, buildings, and inventories.
- e) One of the *chief* elements in financial planning is achieving the correct
balance between long-term and short-term capital.
- f) When a company wants to expand, one *factor* that always affects this de-
cision is cost.
- g) When an individual borrows money from a bank, this money must be
paid back by a specific date.
- h) In general, a business that is able to manage its finances successfully
will *continue* to exist.

49. Заполните пропуски выделенными словами:

money, value, purchase, investments, evaluated, priced.

Comparing international ..., like comparing apples and oranges, can be a
difficult task. How can an investment in Japanese stocks be compared to the ...
of impressionist pictures? Just as an apple or an orange can be ... according to
its weight, an international investment can be ... according to its total return, the
total increase in value plus ant dividends or other payments. In this way, all in-
vestment instruments can be compared and evaluated by yield: their percentage
increase in ... over a given period of time. Inflation also has to be considered.

Money is worth only what it will buy in goods and services. If prices rise, ... loses its value.

50. Choose the correct word and put it into the sentence.

considerations/ considered/ considerable

a) A company must raise a ... amount of capital in order to purchase these assets.

b) One of the primary ... when going into business is money.

c) Before buying his new video, David ... every factor.

utilizes/ utilization/ utilizing

a) Finance is securing and ... capital to start up, operate, and expand a company

b) A company ... short-term capital to pay for items that last a relatively short period of time.

c) Every company needs proper funds

investment/ to invest/ invested

a) Management decided ... \$ 10,000 in research & development.

b) Although he had researched the market carefully, he took a loss on his

....

c) A stockholder's ... funds are usually not tax-deductible.

acquisition/ to acquire/ acquired

a) There are numerous ways for a business ... capital.

b) The ... of funds is an important aspect of financial management.

c) The ability to operate the computer is an ... skill.

finance/ is financed/ financial

a) The management decisions affect the ... success of a company.

b) Most students' education ... by their parents.

c) There are many job opportunities for individuals who major in the field of

51. Choose the correct word and put it into the sentence.

research/researcher

a) Defining the problem is often the hardest step in the ... process.

b) When the problem has been carefully defined, the ... sets objectives.

communicated/ communication

a) Insects such as ants have a highly effective system of

b) Through signs Mary ... that she wanted to drink.

analyzes/ analysis

a) George carefully ... a situation and suggests solutions.

b) He offers a calm ... of the situation.

52. I am _____.

- a) accountant.
- b) an accountant.
- c) a accountant.

53. I work _____.

- a) from Intel.
- b) for Intel.
- c) to Intel.
- d) by Intel.

54. I am in _____.

- a) the energy.
- b) the energy sector.
- c) energy field.

55. I work on _____.

- a) farm.
- b) a farm.
- c) farming.

56. What _____?

- a) does you do
- b) do you doing
- c) are you do
- d) do you do

57. Jeremy: What do you do?

Andrew: Me? I'm _____.

- a) in the printing business.
- b) in printing business.
- c) into printing business.
- d) in print the business.

58. I'm _____.

- a) a student.
- b) student.
- c) the student.
- d) neither student.

59. I _____.

- a) am working engVid.
- b) work at engVid.

- c) am have to working on the engVid sector.
- d) have working to engVid.

60. I work _____ an office.

- a) on
- b) in
- c) by

61. I work _____ home.

- a) in
- b) on
- c) at

62. I work _____ the computer industry.

- a) in
- b) on
- c) at

63. I work _____ a farm.

- a) in
- b) on
- c) by

64. I work _____ Switzerland.

- a) on
- b) at
- c) in

65. I work _____ the city branch.

- a) at
- b) on
- c) by

66. I work _____ our German clients.

- a) on
- b) at
- c) with

67. I work _____ Microsoft.

- a) on
- b) for
- c) by