# English for Business Communication Sample Reading Comprehension 60 20 minutes marks

Mark or write your answers on the task sheet first. Then copy your answers on the Answer Sheet.

Read the following texts and answer the questions.

#### Text 1

#### Quids in: why it's time to get rid of your £1 coins

It's all change once again for the UK's coins and notes. While millions of us are still getting used to the new 'non-vegetarian' plastic £5 notes, it's the £1 coin that is next to receive a makeover. The new 12-sided 'bimetallic' (made of two metals) pound coin is being introduced on 28 March.

- 1 The current coins are being replaced because they are so vulnerable to being faked around one in every 30 in circulation is a dud. The new coin will 'reduce the costs of counterfeits to businesses and the taxpayer,' says the Mint.
- 2 There will be a six-month period when the current and the new coins are in circulation at the same time. During this time both are legal tender and you can use either to make payments. However, the current coins will gradually be withdrawn from the system.
- 3 Businesses have had a while to prepare. However, the Mint says that 'not all machines will work with the new coin from the date of introduction'. Transport for London says all stations on the London Underground, Docklands Light Railway, London Overground and TfL Rail network will accept the new coin once it is launched.
- 4 Its bimetallic construction is similar to the existing £2 coin. The outer ring is gold-coloured (nickel-brass) and the inner ring is silver-coloured (nickel-plated alloy). The reverse of the new coin shows the English rose, the Welsh leek, the Scottish thistle and the Northern Irish shamrock emerging from one stem within a royal coronet. This was created by David Pearce, who won a public design competition at the age of 15.
- Their shape and construction make them much harder to counterfeit. They have an image like a hologram that changes from a '£' symbol to the number '1' when viewed from different angles, there is very small lettering on the lower inside rim on both sides, and there is what is intriguingly described as a patented 'hidden high security feature' built into the coin.

The Guardian

### L hand Choose the best heading from list A-F for each paragraph (1-5). You will not need one of the headings.

F) What about the design?

#### Text 2

#### Finnish company likes what it sees with videophone for the elderly

A Cambridge technology start-up is selling its products to overseas markets just eight weeks after making the decision to export. SeeSpeak, which has developed a single function tablet to make Skype calls easier for older people not familiar with technology, has landed a deal to supply its .......(6) to Finland.

CEO and founder Damian Helme said: 'The decision to export really came by accident. We were building up our .......(7) within the UK and then we had a call out of the blue from a company in Finland that specialises in monitoring equipment and was ......(8) supplying products linked to the health and safety of elderly people within institutions.'

That company had come .......(9) SeeSpeak and liked what it saw, which complemented its current product ranges. Helme added: 'They were bringing together different products to help .......(10) monitoring of the elderly and as part of this were looking for a video phone. .......(11) there are a few similar products, what makes us unique is that we look at the problem in a different way, concentrating on how to make video calls as easy as a phone call, rather than set up something that's built into the TV'.

SeeSpeak also appealed to the company because it is based on  $\dots$  (12) rather than a subscription, which is the case with its main  $\dots$  (13). As well as a new country to sell to it also meant a new way of selling the product.

'Until now we have .......(14) on the end user market, people buying it for elderly relatives directly from our website,' says Helme. 'The Finnish company was aiming for the institutional market. We will go with whatever opportunities come up,' he says, which could be sooner .......(15) later. 'If it goes well in Finland the company we are working with also sells products to Scandinavia and Russia, so we could soon be exporting there.'

businessweekly.com.co.uk

#### II. 🖁 Choose the best alternative A) B) or C) to fill each gap in the text.

6. A) product B) market C) client 7. A) stores B) business C) chain 8. A) broadening out into B) shying away from C) downsizing for 9. A) up B) for C) across 10. A) against B) to C) with 11. A) although C) instead B) rather 12. A) monthly payments B) low rent C) a one-off cost 13. A) supplier B) distributor C) competitor 14. A) concentrated B) launched C) penetrated 15. A) or B) rather than C) if not

#### **Uber and Airbnb Are Revolutionizing Business Travel**

When you imagine business travel, you might think of yellow cabs and luxury hotel suites. Unfortunately, new data from expense management company Certify suggests that a bleaker, more frenetic business travel experience has overtaken the United States, one driven by digital technology, convenience, speed and price.

The data, which analyzes the receipt information from more than 10 million transactions, shows that Uber and Airbnb have begun to replace the yellow cab and the hotel chain as the go-to transportation and lodging options for executives.

Uber transactions have grown 254 percent year over year. The ride-sharing app maker now represents 52 percent of all ground transportation transactions recorded by Certify. In terms of what riders are spending, the average cost per ride was \$24.75 in an Uber and \$34.62 in a taxi.

'Ride sharing just continues to grow,' said Bob Neveu, CEO of Certify. 'Taxis continue to lose share. It would seem to me that the Uber application has become embedded in the business travel experience. Think about it: Who prints out their boarding pass anymore? It's always on your phone. Taxis have to find a way to get in on the phone interface.'

On the lodging front, Airbnb has doubled in transaction growth year over year since 2014. 'Companies are allowing people to stay at Airbnb, especially for longer stays and larger groups,' said Neveu. 'If you're going to a trade show and you're going to stay for four nights and you'll have a bunch of meetings at your suite, we're seeing a lot of Airbnb. We don't see a lot of Airbnb for a single-night stay. We're still seeing hotel bookings there. But, once you're beyond one- or two-day stays, we're seeing more Airbnb.'

entrepreneur.com

### III. $\frac{8}{9}$ Answer the following questions according to the text in no more than 4 words.

- **16.** What belongs to the traditional image of business travel?
- **17.** How does Certify obtain data about corporate travel expenses?
- **18.** What is Uber's share in ground transportation?
- **19.** Why do taxis seem to lose?
- **20.** What accommodation is preferred for longer business trips?

## BGE NYVK English for Business Communication Sample Reading Comprehension 60 minutes marks

#### **KEY**

Text 1	
1.	E
2.	В
3.	D
4.	F
5.	A
Text 2	
6.	A
7.	В
8.	A
9.	С
10.	С
11.	A
12.	С
13.	С
14.	A
15.	В
Text 3	
16.	yellow cabs AND (luxury) hotel (suites) (chains)
17.	analyzes receipts (from transactions)
18.	52%
19.	no phone interface/ (lack of) digital technology
20.	airbnb