

BGE NYVK	B2	Grammar and Vocabulary	
English for Business		35 minutes	20 marks
Sample			

A feladatokat elsőként a feladatlapokon oldja meg. Megoldásait végül jelölje, illetve írja be a megoldólapra.

I. ¹⁻⁸ Match the definitions with the business words by choosing from the box. You will not need two of the words.

<p><i>A) barrier, B) boom, C) complaint, D) currency, E) division, F) fair, G) purchase, H) survey, I) transfer, J) waste</i></p>

1. sending money from a bank account to another one
2. useless, unwanted material or inefficient use of something
3. the coins and banknotes which belong to a country
4. an event where companies show and sell their products
5. restriction or limit to something
6. saying you are dissatisfied or unhappy about something
7. asking questions to find out about people's opinions
8. to buy something

II. ⁹⁻¹⁵ Choose the best alternative A)–D) to form a word partnership.

9. market
A) statement B) investment C) forces D) progress
10. economical
A) effect B) development C) policy D) solution
11. supervisory
A) committee B) leaders C) members D) crew
12. senior
A) executives B) investors C) board D) graduate
13. job
A) facilities B) vacancy C) respect D) decline
14. current
A) factory B) catalogue C) support D) authority
15. consumer
A) protection B) durability C) prevention D) competition

III. ¹⁶⁻²⁰ Complete each sentence with the correct form of the word in capital letters.

16. MANAGE Brand has become very important.
17. INCREASE Low-cost airlines are attractive nowadays.
18. DISCUSS Another will take place next week.
19. CASH She works for Tesco as a
20. EXPECT What are your short-term ?

IV. ²¹⁻²⁵ **Fill in each gap with the suitable preposition.**

21. The bank is specialised household savings and loans.
22. I am writing to you reference to your inquiry.
23. They spend most of their revenues further investments.
24. When is the applicant available an interview?
25. They greatly contributed our costs.

V. ²⁶⁻³⁰ **Rewrite the following sentences. The beginning of each sentence is given for you.**

26. They offered him a high salary. However, he didn't accept the job.
Although the job.
27. I am sorry I'm late. The traffic was horrible.
He apologised late.
28. They haven't sent out the invitations yet.
The invitations...
29. He didn't make a complaint so he didn't get any compensation.
If he a complaint, compensation.
30. 'The company will win the contract.' – the director said to me.
The director told the contract.

VI. ³¹⁻³⁵ **Choose the best alternative.**

31. Unless the money, we won't be able to continue the project.
A) we will get B) getting C) we get D) we don't get
32. Would you mind a photocopy for me, please?
A) making B) to make C) if you make D) make
33. Unfortunately we didn't understand he mentioned it.
A) who B) why C) because D) that why
34. They asked where their supplies from.
A) did they order B) had they ordered C) they were ordered D) they had ordered
35. Every customer a sample of their latest product.
A) has received B) receiving C) is received D) has been received

VII. ³⁶⁻⁴⁰ **Use the correct linking words from the box to complete the following sentences. You will not need two words in the box.**

<i>A) as, B) but, C) despite, D) for, E) since, F) so, G) that</i>

36. She has good writing skills she will become a journalist.
37. They have been doing business with the Taylors ten years.
38. his excellent communication skills he couldn't get on well with the clients.
39. the foundation of the company they have set up several branches.
40. My friend used to be a teacher now he works as an agent.

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KEY

1.	I – transfer	21.	in
2.	J – waste	22.	with
3.	D – currency	23.	on
4.	F – fair	24.	for
5.	A – barrier	25.	to
6.	C – complaint	26.	(Although) they (have/had) offered (him) a high salary/ he was offered he didn't accept...
7.	H – survey	27.	for being /because he was late
8.	G – purchase	28.	(The invitations) haven't been sent (out yet).
9.	C – forces	29.	(If he) had made(a complaint), he would have got/ he would have had some (compensation).
10.	D – solution	30.	(The director told) me that the company would/could win (the contract).
11.	A – committee	31.	C – we get
12.	A – executives	32.	A – making
13.	B – vacancy	33.	B – why
14.	B – catalogue	34.	D – they had ordered
15.	A – protection	35.	A – has received
16.	management	36.	F – so
17.	increasingly	37.	D – for
18.	discussion	38.	C – despite
19.	cashier	39.	E – since
20.	expectations	40.	B – but