

Unit Test 11

Answer all thirty questions. There is one mark per question.

VOCABULARY: NEW BUSINESS

1 Match words from the two boxes and complete the advice on setting up a new business.

initial / red / business / central / venture / business / ground / cash / band / business	wagon / capitalists / government / loan / breaking / tape / flow / plan / costs / grants
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Once you've had your (1) _____ idea for a new business and celebrated, it's time to get serious and to look at how you can finance it for at least the first twelve months. Work out your (2) _____ forecast and how much money you'll need as a minimum. Some of the (3) _____ you might not have considered may include government (4) _____ (though in many countries governments are increasingly making self employment easier; it's even become a bit of a (5) _____!).

One way to raise the money is to find out if there are any (6) _____ available from local or (7) _____. These are offered to encourage entrepreneurship. But for serious amounts you may have to go to (8) _____ or business angels – remember though that they will want a cut of your profits. You can also try the bank who will want to see a very comprehensive (9) _____ before giving you a (10) _____.

LANGUAGE REVIEW: NOUN PHRASES

2 What is the missing preposition in these prepositional phrases?

- 11 Over seventy per cent _____ all new businesses go out of business in the first year.
- 12 A great team _____ a mediocre idea is more likely to get backing.
- 13 Dotcoms _____ nineteen ninety to ninety nine enjoyed a boom period.
- 14 Larger companies _____ the same sector as us haven't had the same success.
- 15 Employees _____ higher salaries are likely to go first in the cutbacks.

BUSINESS SKILLS: TELEPHONE STRATEGIES

3 Write the verbs in brackets in the correct tense or form.

- 16 This _____ (be) Nigel Wright from GGL.
- 17 I _____ (call) on behalf of my colleague...
- 18 Please _____ (call) me Nigel.
- 19 Sorry, I _____ (not/get) that. Can you say it again?
- 20 Would you mind _____ (repeat) that please?
- 21 Let me see if I _____ (have) this right...
- 22 Sorry, _____ you _____ (say) that you had received the package or that you didn't?
- 23 I'm sorry about that. I promise I _____ (get) back to you as soon as I find out what's happened to it.
- 24 Under the circumstances, we _____ (consider) cancelling the order.
- 25 Given the situation, I think we _____ (have to) change our supplier.

BUSINESS SKILLS: CHASING PAYMENT

4 Re-write these sentences from a letter chasing payment. Write them formally and make them less direct.

26 Just a note to say invoice 16453, dated 15/6, is late!

27 This is the second time I've written.

28 Remember in our terms and conditions – payment is due 30 days from date of invoice.

29 We can't despatch any more goods until you pay your account.

30 Please call if you have a problem you want to discuss.
