

K E Y

English 1, semester 1, Autumn 2005

Assignment 1/6 – deadline: Tuesday, 18 October 2005

Review – Unit 1 (*New International Business English*)

I. Vocabulary (20 pts.)

Translate into English.

nechat hostitele zaplatit – **to let the host pick up the bill**

najmout méně zkušené pracovníky – **to hire less experienced workers**

odmítnout zapojit se do sporu – **to refuse to take part / become involved in a dispute**

vytvořit si dobrý dojem (z někoho) – **to make/form a good impression of (sb.)**

být pokládán za důvěryhodného – **be considered/regarded (as) trustworthy**

nadřízení i jejich podřízení – **superiors as well as their subordinates**

mylný předpoklad – **a faulty/erroneous assumption/presumption**

vtipná poznámka – **a witty/humorous/funny remark/comment**

saúdskoarabský zaměstnavatel – **a Saudi (Arabian) employer**

drobné nedorozumění mezi Poláky a Litevci – **a minor misunderstanding between the Poles and the Lithuanians**

II. Prepositions (12 pts.)

Fill the gaps with suitable prepositions or adverbials, if necessary.

1. Who recommended the hotel **to** you?
2. He entered **_** an office.
3. He has a limited commitment **to** his employer.
4. I met **_** Mr. Kyong three years **ago** .
5. They asked me this question **at/about** the interview.
6. This presents the biggest obstacle **to** mutual understanding.
7. What is the article **about**?
8. Tim was used **to** being called **by** surname.
9. Your boss seems to rely **on** frequent meetings.
10. Hello! How are you getting **on**?

III. Grammar (20 pts.)

Write questions about the underlined expressions.

1. They'll let us know soon. **When will they let us know?**
2. French employees are very loyal. **What are French employees like?**
3. Mr Roberts is going to visit the Spanish subsidiary. **Who is going to visit the Spanish subsidiary?**
4. They seem to prefer consultations. **What is their attitude to consultations?**
5. Winnie said that the boss wanted to hear our ideas. **Who did Winnie say (that) wanted to hear our ideas?**

IV. Translation (20 pts.)

Translate the following sentences into English.

1. Zíváním urazíte člověka, s nímž jednáte.

You will offend the person you're dealing/negotiating with by yawning.

2. Nečeká se, že by dokázal uchovat citlivé informace v tajnosti.

He is not expected to be able to keep sensitive information confidential/secret.

3. Dokud si nevytvořili dobrý vztah, vykali si a chovali se navzájem příliš zdvořile.

Before they established a good relationship, they had been / were calling each other by their surnames and behaving/behaved overpolitely / too politely.

4. Proč si Američané a Skandinávci tolik cení upřímnosti a otevřenosti?

Why do Americans and Scandinavians appreciate sincerity/frankness and openness so much?

5. Je vhodné hovořit o pracovních záležitostech při hlavním chodu?

Is it suitable / good manners to talk about business matters during/over the main course?

Total: 72 points