

**English 1, semester 1, Autumn 2005**

**Assignment 2/6 – deadline: Tuesday, 1 November 2005 (to be collected in seminars)**

**Review – Unit 2 (New International Business English)**

**I. Vocabulary (20 pts.)**

*Translate into English.*

1. chyba tisku –
2. splnit očekávání –
3. v pořadí podle důležitosti –
4. důvod předložení zprávy –
5. vznést dotaz –
6. bude nám potěšením dodat Vám (...) –
7. právně závazné podmínky –
8. napsat si koncept zprávy –
9. dopis psaný v textovém editoru -
10. využít příležitost -

**II. Prepositions (8 pts.)**

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

1. Who will benefit \_\_\_\_\_ the plan?
2. Which important points have you left \_\_\_\_\_?
3. Did they sign the contract \_\_\_\_\_ the new order?
4. The size of groups is limited \_\_\_\_\_ eight people.
5. We bought the machine \_\_\_\_\_ mail order.
6. What does his decision depend \_\_\_\_\_?
7. Next week I'll be away \_\_\_\_\_ a conference.
8. The emphasis is \_\_\_\_\_ a friendly approach to clients.

**III. Grammar (24 pts.)**

*A. Complete the second sentence in each pair so that it has the same meaning as the first one. (20 pts.)*

1. The film was so good that everyone wanted to see it.  
It .....
2. Our company did not invest enough money in research and development. We lost a lot of customers.  
But if .....
3. Perhaps he offended her when he demanded that she resign from her position.  
He might .....
4. "Why are you laughing?" asked the teacher.  
The teacher asked .....
5. Reaching the targets was not easy.  
The targets .....
6. We are pleased that we are going to meet again in November.  
We are looking .....

**IV. Translation (12 pts.)**

*Translate the following sentences into English.*

1. Ředitel pobočky povzbudil personál, aby se zúčastnili školení.
2. Doporučuje se psát krátké věty, aby sdělení bylo jasné a nemátlo čtenáře.
3. Už byly všechny dotazy týkající se zásilky uspokojivě zodpovězeny?

**Total: 64 points**