

English 1, semester 1, Autumn 2005

Assignment 2/6

Review – Unit 2 (New International Business English)

I. Vocabulary (20 pts.)

Translate into English.

1. chyba tisku – **printing error**
2. splnit očekávání – **to come up to expectations**
3. v pořadí podle důležitosti – **in order of importance**
4. důvod předložení zprávy – **the reason for submitting the/a report**
5. vznést dotaz – **to raise a query**
6. bude nám potěšením dodat Vám (...) – **we will/shall be delighted to supply you (...)**
7. právně závazné podmínky – **legally binding terms/conditions**
8. napsat si koncept zprávy – **to draft a report / to write a draft of a report**
9. dopis psaný v textovém editoru – **a word-processed letter**
10. využít příležitost – **to take the opportunity**

II. Prepositions (8 pts.)

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

1. Who will benefit **from** the plan?
2. Which important points have you left **out**?
3. Did they sign the contract **for** the new order?
4. The size of groups is limited **to** eight people.
5. We bought the machine **by** mail order.
6. What does his decision depend **on**?
7. Next week I'll be away **at** a conference.
8. The emphasis is **on** 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 was such a good film that everyone wanted to see it.
2. Our company did not invest enough money in research and development. We lost a lot of customers.
But if our company had invested enough money in research and development, we wouldn't have lost so many customers.
3. Perhaps he offended her when he demanded that she resign from her position.
He might have offended her when he demanded that she resign from her position.
4. "Why are you laughing?" asked the teacher.
The teacher asked why I/he/she was // they/we were laughing.
5. Reaching the targets was not easy.
The targets were difficult / not easy to reach.
6. We are pleased that we are going to meet again in November.
We are looking forward to meeting again in November.

IV. Translation (12 pts.)

Translate the following sentences into English.

1. Ředitel pobočky povzbudil personál, aby se zúčastnili školení.
The branch manager encouraged the staff to attend/take part in/participate in the training course/session.
2. Doporučuje se psát krátké věty, aby sdělení bylo jasné a nemátlo čtenáře.
Short sentences are recommended so that the message is clear and readers are not confused/puzzled.
3. Už byly všechny dotazy týkající se zásilky uspokojivě zodpovězeny?
Have all the queries concerning the consignment been satisfactorily answered yet?

Total: 64 points