

KEY

English 1, semester 1, Autumn 2005

Assignment 4/6

Review – Units 4 & 5 (New International Business English)

I. Vocabulary (20 pts.)

Translate into English.

- zbavit se nevyřízených věcí - **(to) get rid of backlogs**
- předvídavý a všestranný (obchodní) společník – **a farsighted and versatile (business) partner/associate**
- zrušit chybné předpisy - **(to) abolish faulty provisions/regulations**
- předložit návrh - **(to) put forward/submit a proposal/suggestion**
- zamýšlená náhrada za pana M. – **an intended replacement for Mr M.**
- založit komanditní společnost – **(to) set up / found/establish a limited partnership**
- prostorové provozní místnosti - **spacious premises/rooms/offices**
- nastat opakovaně - **(to) occur/happen/take place repeatedly**
- manipulovat s kancelářským zařízením - **(to) handle office equipment**
- ochrana životního prostředí - **environmental protection**

II. Prepositions (12 pts.)

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

- He is involved **in** a number of dangerous activities.
- The visit will be arranged **on** one of the last days **of** your stay.
- Employees can join **-** the trade union and collectively put **forward** their views.
- Please note **down** all the important information.
- Who instructed the staff **on** the necessary procedures?
- Which task shall I concentrate **on**?
- You will explain the arrangements **to** the visitors.
- The growth has been achieved **by** investing **in** technology.
- The hot summer accounts **for** the rising consumption of beer.

III. Grammar (28 pts.)

Put the verbs in brackets into the correct forms. Add auxiliary verbs, prepositions or particle to where necessary.

- They **used to blame us for cheating** (*used to, blame, we, cheat*) our customers until a huge fraud **was revealed** (*reveal*) in their own firm.
- Some companies **have not survived** (*not+survive*) the recent crisis.
- I **don't mind working** (*not+mind + work*) hard, but I **can't stand waiting for** (*not+can + wait*) others.
- Many people **will be encouraged to work from** (*encourage + work*) home in the future.
- Latvia **should not be confused with** (*not+should + confuse*) Lithuania.

IV. Translation (20 pts.)

Translate the following sentences into English.

- Pořád ještě zůstává spousta záležitostí, které se neřešily.

There still remain(s) a number of issues which have not been dealt with / solved / addressed (yet).

A number of issues still remain(s) which have not been dealt with / solved.

- Už nebude žádoucí, aby pracovníci chodili do práce včas a byli vidět.

It will no longer be desirable for workers to come to work on/in time and be seen.

- Pravděpodobně se jim v budoucnu bude dařit méně dobře kvůli změně spotřebitelských preferencí.

They are likely to do less well in the future due to the change in consumer preferences.

- Který vynález položil základy automobilového průmyslu?

Which invention laid the cornerstone/foundations of car/motor industry?

Total: 80 points