

Unit 4 – Revision

- **Translate:** (2 points per expression, total 20 points)

to confuse punctuation marks – _____

to discard unwanted piles of paper – _____

backlog of work – _____

encouraging projected sales – _____

in logical sequence and order of importance – _____

odložit služební cestu – _____

hromadit životně důležité dokumenty – _____

posílit prodejní činnosti – _____

příznivé tržní podmínky – _____

zdravotní a bezpečnostní předpisy – _____

- **Give the correct terms:** (3 points per term, total 9 points)

a list of goods sold or services received that states how much you must pay for them =

a punctuation mark used to separate two sentences which are somehow connected in meaning =

a person or organization that buys and sells, especially shares or insurance, for others =

- **Give a preposition:** (1 point per preposition, total 6 points)

you should act _____ your problems

to step in _____ the Sales Manager

to instruct new staff _____ safety procedures

our company has all the documents _____ file

you should pay more attention _____ your mistakes

we must keep a check _____ working hours

- **Rewrite the sentences in the passive:** (2 points each, total 12 pts.)

We are dispatching the consignment right now.

The consignment _____ right now.

The government could have solved the problem sooner.

The problem _____ sooner.

We used to check the account every week.

The accounts _____ every week.

We would have found the mistake if they had given us enough time.

The mistake _____ if _____.

She's discarded all the useless paper.

All the useless paper _____.

They may raise more questions at the next meeting.

More questions _____ at the next meeting.

- **Translate the sentences:** (7 points per sentence, total 14 points)

Přeplněný stůl neznamená, že se člověk dusí pod velkým množstvím práce, ale ukazuje, že lidé rádi hromadí stohy papíru, protože je považují za nezbytné, a nejsou schopni je vyhodit.

Pokusil jsem se předložit výsledky mé analýzy mezinárodního obchodu naší společnosti, společně s některými předpověďmi pro budoucí vývoj trhu s kancelářským nábytkem.

Your total score: points

Maximum = 61 points

A: 56.5 – 61 pts

D: 41.5 – 46 pts

B: 51.5 – 56 pts

E: 36.5 – 41 pts

C: 46.5 – 51 pts

F: less than 36.5 pts.