

REVIEW TEST

PJI3A

English for Business Studies: Unit 6

Name:			
Teacher:		TOTAL (60 points to pass)	MARK
Number of points (max. 100 points)			
I. Listening:		III. Grammar:	
II. Vocabulary:		IV. Translation:	

I. Listening: (max. 20 points)
points

II. Vocabulary: (max. 34 points)
points

A. Translate the following expressions into English: (2 points each)

zaplnit volné pracovní místo – _____

mít pracovní znalost MS Office – _____

povýšit zaměstnance – _____

odpovědět na inzerát – _____

předložit (odevzdat) přihlášku – _____

vyjmenovat pracovní zkušenosti v opačném pořadí – _____

předběžný užší výběr (*seznam postupujících kandidátů*) – _____

_____ najmout absolventy VŠ ekonomického zaměření – _____

B. Write expressions the following definitions refer to: (2 points each)

1. to announce or declare an intention to end an agreement or leave employment at a specified time:
2. a person who gives information about your character and ability, usually in a letter, for example when you are applying for a job:

C. Complete the sentence with one of the following phrases; translate the selected phrase into Czech. (2 points each)

**OBJECTION, JOB DESCRIPTIONS, SCHOOLING,
JOB VACANCIES, COMMITMENT, EDUCATION**

1. One of the candidates stated in her CV that she did all of her _____ before 1989.

In Czech: _____

2. The consequence of the falling rate of unemployment is a rising number of _____.

In Czech: _____

3. My only _____ to the new marketing strategy is the fact that it's very costly.

In Czech: _____

D. Complete the sentences with correct forms of the following verbs; some verbs are not used: (1 point each)

**REFUND – PROPOSE – SHORT-LIST
PROVIDE – REPLACE – ATTEND – DIMINISH**

1. As far as I know, none of my colleagues has been _____ in

this competition.

2. Why are you saying that you are considering _____ your secretary?
3. The only person who can _____ good testimonials is my current boss.

E. Complete each sentence with a word made from the word given in brackets. (1 point each)

1. At high school in Germany I obtained the _____ of the English High School Certificate. (**EQUAL**)
2. It is _____ to list those hobbies that are important for the job you are seeking. (**PREFER**)
3. I finished my Master's degree in 2002 and _____ I started my PhD studies. (**CONSEQUENCE**)
4. Bob is absolutely the most _____ candidate for this position! (**SUIT**)
5. My boss supports neither _____ action, nor positive discrimination. (**AFFIRM**)

III. Grammar: (max. 30 points)

A. Fill in the gaps with a suitable preposition or adverbial, if necessary:

(1 point each)

1. I expect to be promoted _____ a new position.
2. Have you decided to apply _____ the new job yet?
3. It isn't surprising that James is proud _____ being a successful business person.
4. Include only information which is relevant _____ your future job.
5. Try to be more specific _____ your duties when listing your previous jobs.

6. Everyone is looking _____ work which can offer more money to them.

B. Rewrite the sentences so that they mean the same as the sentence above.

(3 points each)

1. Sarah got a job in a factory. Five years later the factory closed down.

At the time the factory _____ Sarah

_____ there for five years.

2. When they left college, Mary and Sue started making films together. They still make films.

Mary and Sue _____ since they

3. Jane is from New Zealand. She is travelling around Europe at the moment. So far she has travelled about 1,000 miles. She will travel additional 2,000 miles before returning home.

By the end of her trip, Jane _____ more than 3,000 miles.

C. Fill the gaps with the definite article **the, indefinite article **a(n)** or no article: (1 point each)**

Well, as you know, last year we made _____ decision to move our operations to Cambridge, because it's very important for _____ biotechnology companies to recruit _____ scientists from _____ best universities. We're in _____ very competitive jobs market here in Cambridge and we motivate our employees by offering them _____ excellent working conditions. We've built up _____ excellent team, and

we're doing some very important research in _____ field of _____ gene therapy.

D. Choose suitable words or phrases that can complete each sentence. The number of correct answers is 0 – 4.

(2 points

each)

1. _____ Opera House is located on _____ Fourth Avenue in _____ Denver.

A: The ... the ... ø

B: ø ... ø ... ø

C: ø ... the ... ø

D: The ... ø ... the

2. _____ President of _____ IMF and _____ Prime Minister Gordon Brown came to _____ Masaryk University on _____ foot.

A: ø ... the ... ø ... the ... ø

B: The ... ø ... ø ... the ... ø

C: The ... the ... ø ... ø ... ø

D: ø ... ø ... the ... the ... the

3. Harry Potter goes to _____ school in _____ Hogwarts, goes there by _____ train and reads _____ Daily Prophet.

A: the ... ø ... the ... the

B: the ... ø ... ø ... the

C: ø ... the ... the ... ø

D: ø ... ø ... ø ... ø

zaměstnanec.

IV. Translation: (max. 16 points)
points

Translate the following sentences into English: (8
points each)

Uvědomuji si, že má kvalifikace pravděpodobně není nejlepší, ale zajímám se obzvlášť o místo v oddělení lidských zdrojů.

Naše společnost se může rozhodnout pro jednu z mnoha možností: buď nenahrazovat osobu, která odešla, ale pozměnit jiná pracovní místa, nebo inzerovat volné pracovní místo na internetu a najmout si pracovní agenturu, která by nám pomohla najít nového