

A1

BUSINESS ENGLISH

FOR BEGINNERS

JIM MALONEY

EINSTUFUNGSTEST

AUDIOS
online



Cornelsen

Bitte tragen Sie die Lösungen auf dem Antwortblatt ein.

1 Ergänzen Sie den Satz mit dem passenden Wort.

Hello, my name ... Oliver Schmidt.

- a) are
- b) is
- c) am
- d) be

2 Ergänzen Sie den Dialog mit den vorgegebenen Wörtern.

what

where

who

which

David: Nice to meet you, I'm David Bossard. I'm a project manager based in Bremen, Germany.

Anna: I'm Anna Bakowska, nice to meet you too.

David: So Anna, ... (1) department do you work in?

Anna: I'm in the project design department.

David: Oh interesting! And ... (2) are you based?

Anna: In Lublin, Poland.

David: I see. And ... (3) is your role in the department?

Anna: I specialize in supply chain management.

David: And ... (4) is the boss of the department?

3 Verbinden Sie das englische Wort mit dem passenden deutschen Begriff.

- 1. know
- 2. use
- 3. understand
- 4. check
- a) überprüfen
- b) wissen
- c) benutzen
- d) verstehen

4 Ergänzen Sie die Sätze mit *have* oder *has*.

- 1. I ... a printer in my office.
- 2. He ... some information for you.
- 3. They ... a new coffee machine in their office.
- 4. This is my new office. It ... two windows.

5 Vervollständigen Sie den Dialog mit den vorgegebenen Wörtern.

him

them

you

me

Gail: Good morning. Gail Anderson, Stonegate Tech. How may I help ... (1)?

Alessio: Good morning, it's Alessio from Galliplast. Is Oliver Schmidt free, please?

Gail: I'm sorry, he is in a meeting at the moment.

Alessio: Oh, OK. Can I leave a message for ... (2)?

Gail: Of course.

Alessio: Can he call ... (3) back, please? It's about the product samples. I need ... (4) today.

6 Bilden Sie typische Redewendungen für Telefongespräche.

- 1. How can
- 2. You're
- 3. Just a
- 4. This
- a) welcome!
- b) is Cornelia.
- c) moment, please.
- d) I help you?

7 Wählen Sie das richtige Wort.

- 1. Good morning, Monica Lee speaking/talking. Is Oliver Schmidt free?
- 2. Could I check/prove the number, please?
- 3. Please can you spell your aftername/surname?
- 4. Oliver is free now, I will put you over/through.

8 Bringen Sie die folgenden Wörter in die richtige Reihenfolge. Der vorgegebene Satzanfang ist immer richtig.

- 1. Mobile phones / in the past / than / very different today / are
- 2. Modern technology / people / more flexible / be / helps
- 3. Security / very important / is / for / many companies / today
- 4. How many / every day / emails / you get / do / ?

9 Schauen Sie das Bild an und bilden Sie Sätze über das Büro.

next to between on under

1. The bin is ... the desk.
2. The cup is ... the files.
3. The clock is ... the wall.
4. The plant is the books.



10 Welche dieser Aussagen sind grammatikalisch korrekt und welche nicht?

1. You has six people in your team.
2. I have a photocopier in my office.
3. Is there sockets in the project room?
4. They have a coffee machine on their floor.

11 Ergänzen Sie den Dialog mit den vorgegebenen Wörtern.

introduce show meet take

- Mary:** Excuse me, are you Silke Lindner?
Silke: That's right. Nice to ... (1) you.
Mary: May I ... (2) you to my colleague Joe Ferry?
 He's a customer relationship manager here at PocketFlorin.
Joe: Ah, Frau Lindner, we spoke on the phone.
 It's nice to finally meet you in person.
Silke: Nice to meet you too. Please call me Silke.
Mary: Can I ... (3) your coat?
Silke: Of course, thank you.
Joe: So Silke, let me ... (4) you to the conference room.

12 1)) Hören Sie sich den Dialog an. Welche dieser Aussagen sind korrekt und welche nicht?

1. Opposite the sales offices, there is a coffee bar with a relaxing area.
2. The finance department is between the HR and administration offices.
3. There are four meeting rooms.
4. The conference room is next to the toilets.

13 Ergänzen Sie die Fragen mit *do* oder *does*.

1. What ... your company make?
2. When ... you finish work?
3. Where ... he live?
4. What time ... it start?

14 Lesen Sie Flavia Rossis Text und füllen Sie die richtigen Wörter in die Lücken.

customers

deliver

supply

produce

My name is Flavia Rossi. I work in the sales department of Galliplast, an international plastics company. We ... (1) specialist plastic parts to the construction industry. We ... (2) the parts here, at our factory in Italy and can ... (3) 30 days after an order is placed. Our main ... (4) are based in Germany, France and the UK.

15 Welche dieser Aussagen sind grammatikalisch korrekt und welche nicht?

1. Her company produce plastic parts.
2. They manufactures plastic cases for Galliplast.
3. Who work as a sales representative for Ergo?
4. We have Dutch offices in Eindhoven and Utrecht.

16 Setzen Sie die folgenden Wörter in die richtige Reihenfolge. Das erste Wort ist immer richtig.

1. We / relaxing areas / our office / in / have
2. Customers / in / the conference room / like / formal meetings
3. Are / opposite / the / the reception / training rooms / ?
4. I / unplanned / think / better ideas / lead to / meetings

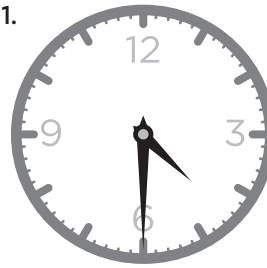
17 Bringen Sie die folgenden Sätze (a–d) in die richtige Reihenfolge.

I wake up for work at 6 am every morning.

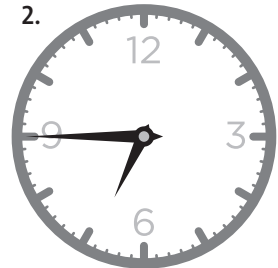
- a) We always have a team meeting at nine thirty.
- b) I sometimes have lunch in the canteen just before twelve.
- c) At quarter to nine, I have breakfast with my work colleagues.
- d) I usually start work early, at half past seven or eight.

18 Ordnen Sie den Bildern (1–4) die jeweils richtige Uhrzeit (a oder b) zu.

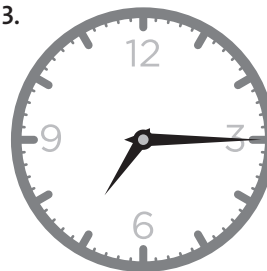
1.



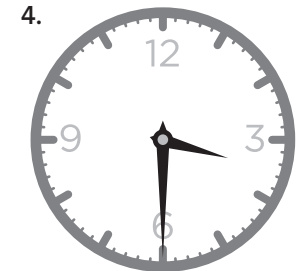
2.



3.



4.



- | | |
|--------------------------|-----------------------|
| 1. a) half past five | b) half past four |
| 2. a) quarter to seven | b) quarter past six |
| 3. a) quarter past eight | b) quarter past seven |
| 4. a) half past three | b) half past four |

19 Bringen Sie die Adverbien der Häufigkeit in die richtige Reihenfolge.

never

sometimes

usually

often

always

1.

2.

3.

4.

20))) Notieren Sie die Zahlen, die Sie im Dialog hören.

- Can you deliver within ... days?
– Sorry, we normally deliver in up to ... days.
- I usually have ... emails in my inbox every Monday morning.
– Oh, so many! I get around
- Do you always have team meetings on a Thursday at PocketFlorin?
– Yes, we do. They start at ... and usually finish before
- Thank you for the order. Now let me check. You want ... cases. No problem. We can deliver tomorrow to Via Fermi Is that the correct address?

21 Lesen Sie den Text und ergänzen Sie ihn mit den Vergangenheitsformen der Verben in Klammern.

Last Monday I ... (1. visit) Mary Moore at PocketFlorin. She ... (2. give) a very good presentation about the project and we are very pleased. After that, we ... (3. go) to a restaurant and (4. discuss) the project plans for next year.

22 Schauen Sie sich Pia Webers Terminkalender von letzter Woche an und entscheiden Sie ob die Aussagen (1–4) richtig oder falsch sind.

	Mon	Tue	Wed	Thur	Fri
09.00					Dentist appointment
10.00	Telconference with Alessio (Galliplast)				
11.00		Stonegate Tech update on project telconference		Customer meeting – Anouk Janssen (Galliplast)	New customer telconference – Dawn Smith (Ergo)
12.00	Lunch at Maxis with Julia		PocketFlorin Golf afternoon for employees and customers	Lunch at Bar Vivo with Anouk	
13.00		Weekly team meeting			
14.00					Weekly review meeting with team
15.00				Presentation to new customer	
16.00	Yoga				Fly to Berlin for weekend

- Pia had two lunch appointments last week.
- She had no teleconferences with new customers.
- She had her weekly team meeting on Thursday afternoon.
- She flew to Berlin at the end of the week.

23 Lesen Sie Joe Ferrys E-Mail und wählen Sie die richtigen Wörter.

Dear/Greet (1) Michael,

It was well/good (2) to meet you last week. I would like to call/ask (3) for a copy of the presentation file. Could you send it to me this week, please?

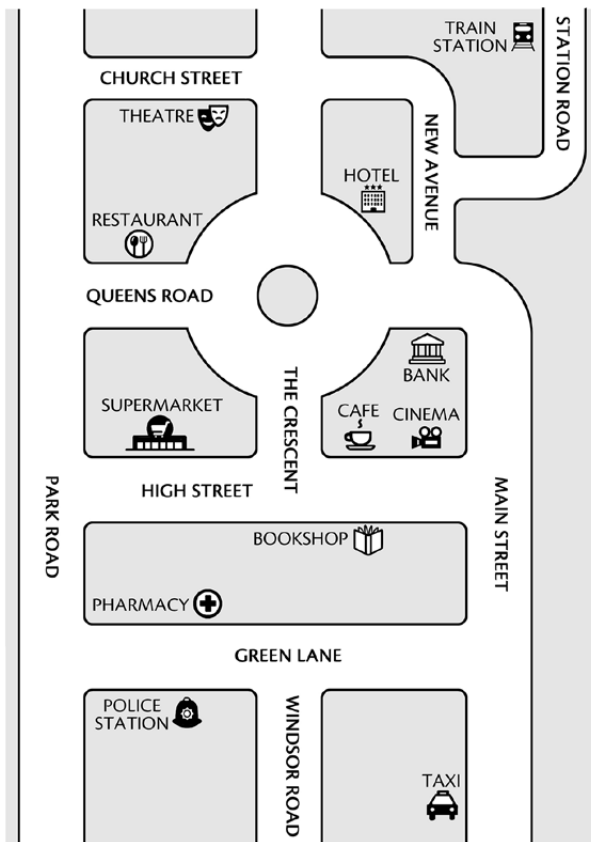
Thank you and pleased/kind (4) regards,

Joe Ferry

24 Verbinden Sie die englischen Wörter (1–4) mit dem jeweils passenden deutschen Begriff (a–d).

- difficult
 - successful
 - expensive
 - stressful
- a) teuer
b) anstrengend
c) erfolgreich
d) schwierig

- 25 3))) Sie sind auf „Main Street“. Hören Sie sich die vier Wegbeschreibungen an und schauen Sie auf die Karte. Was ist jeweils das Ziel?



© Christian Bartz

1. Go straight on and turn left onto High Street. It is at the end of the road on the right.
2. Go straight on to the end of Main Street. It's on the corner, on the left.
3. Go straight on and turn left onto Green Lane. Go to the end of Green Lane and turn right onto Park Road. Go straight on and it's on the corner of Queens Road.
4. Go straight up Main Street and turn left onto High Street. It's on the left opposite the cafe.

- 26 Bringen Sie die Sätze (a–d) in die richtige Reihenfolge.

Flavia: Alessio, why weren't you in the office last week?

Alessio:

- a) After this we discussed deadlines.
- b) In the evening, I met her colleagues and we went to a restaurant.
- c) I gave a presentation about our new project.
- d) Last week I visited Pia Weber at her office in Frankfurt.

- 27 Bringen Sie die Wörter in die richtige Reihenfolge, um Fragen oder Sätze zu bilden. Das erste Wort ist immer richtig.

1. Please/ a menu/ have / we/ could/ ?
2. Would/ to drink/ something/ you/ like/ ?
3. I/ ready/ order/ now/ to/ am.
4. I/ still water/ my meal/ with/ drinking/ prefer

- 28 4))) Hören Sie Flavia Rossi von der Firma *Galliplast* zu. Finden Sie die vier falschen Wörter im folgenden Text und notieren Sie die richtigen.

Flavia: Last week I had a meeting with Joe Ferry from PocketFlorin. It was about a project they finished last week. First, we talked about the success of the project and after that we discussed new plans and the deadline for the next project. Joe needed to send a presentation to his boss about the timeline. At the end of the meeting we talked about a new app that customers wanted for their phones. The meeting finished after 9.30 pm, so I went straight to my hotel.

- 29 Welche dieser Sätze sind grammatikalisch korrekt und welche nicht?

1. Does he usually finished work before 7 pm?
2. I dislike working after 8 pm.
3. Last week I drove to Munich with my colleague.
4. Went they on a business trip to Dublin yesterday?

- 30 Entscheiden Sie welches Verb zu den folgenden Wörtern passt: *make* oder *do*.

1. a mistake
2. a journey
3. a good job
4. an exercise

Antwortblatt

Name:

Datum:

1

/ 1 Punkt**2**1.

2.

3.

4.

/ 4 Punkten**3**1.

2.

3.

4.

/ 4 Punkten**4**1.

2.

3.

4.

/ 4 Punkten**5**1.

2.

3.

4.

/ 4 Punkten**6**1.

2.

3.

4.

/ 4 Punkten**7**1.

2.

3.

4.

/ 4 Punkten**8**1. Mobile phones

2. Modern technology

3. Security

4. How many

/ 4 Punkten**9**1.

2.

3.

4.

/ 4 Punkten

10

- | | | | |
|------------|--------------------------|-----------|--------------------------|
| 1. correct | ☐ | incorrect | ☐ |
| 2. correct | ☐ | incorrect | ☐ |
| 3. correct | ☐ | incorrect | ☐ |
| 4. correct | ☐ | incorrect | ☐ |

_____/ 4 Punkten

11

1. _____
2. _____
3. _____
4. _____

_____/ 4 Punkten

12

- | | | | |
|------------|--------------------------|-----------|--------------------------|
| 1. correct | ☐ | incorrect | ☐ |
| 2. correct | ☐ | incorrect | ☐ |
| 3. correct | ☐ | incorrect | ☐ |
| 4. correct | ☐ | incorrect | ☐ |

_____/ 4 Punkten

13

1. _____
2. _____
3. _____
4. _____

_____/ 4 Punkten

14

1. _____
2. _____
3. _____
4. _____

_____/ 4 Punkten

15

- | | | | |
|------------|--------------------------|-----------|--------------------------|
| 1. correct | ☐ | incorrect | ☐ |
| 2. correct | ☐ | incorrect | ☐ |
| 3. correct | ☐ | incorrect | ☐ |
| 4. correct | ☐ | incorrect | ☐ |

_____/ 4 Punkten

16

1. We _____
2. Customers _____
3. Are _____
4. I _____

_____/ 4 Punkten

17

1. _____
2. _____
3. _____
4. _____

_____/ 4 Punkten

18

1. _____
2. _____
3. _____
4. _____

_____/ 4 Punkten

19

1. _____
2. _____
3. _____
4. _____

_____/ 4 Punkten

20

1. _____ , _____
2. _____ , _____
3. _____ , _____
4. _____ , _____

_____/ 4 Punkten

21

1. _____
2. _____
3. _____
4. _____

_____/ 4 Punkten

22

1. true ☐ false ☐
2. true ☐ false ☐
3. true ☐ false ☐
4. true ☐ false ☐

_____/ 4 Punkten

23

1. _____
2. _____
3. _____
4. _____

_____/ 4 Punkten

24

1. _____
2. _____
3. _____
4. _____

_____/ 4 Punkten

25

1. _____
2. _____
3. _____
4. _____

_____/ 4 Punkten

26

1. _____
2. _____
3. _____
4. _____

_____/ 4 Punkten

27

1. Please _____
2. Would _____
3. I _____
4. I _____

_____/ 4 Punkten

28

1. _____
2. _____
3. _____
4. _____

_____/ 4 Punkten

29

1. correct ☐ incorrect ☐
2. correct ☐ incorrect ☐
3. correct ☐ incorrect ☐
4. correct ☐ incorrect ☐

_____/ 4 Punkten

30

1. _____
2. _____
3. _____
4. _____

_____/ 4 Punkten

Gesamtpunktezahl: ____/ 117 Punkten

Lösungsblatt

1

b

2

1. which
2. where
3. what
4. who

3

1. b
2. c
3. d
4. a

4

1. have
2. has
3. have
4. has

5

1. you
2. him
3. me
4. them

6

1. d
2. a
3. c
4. b

7

1. speaking
2. check
3. surname
4. through

8

1. Mobile phones are very different today than in the past.
2. Modern technology helps people be more flexible.
3. Security is very important for many companies today.
4. How many emails do you get every day?

9

1. under
2. next to
3. on
4. between

10

1. incorrect
2. correct
3. incorrect
4. correct

11

1. meet
2. introduce
3. take
4. show

12

1. correct
2. correct
3. incorrect
4. correct

13

1. does
2. do
3. does
4. does

14

1. supply
2. produce
3. deliver
4. customers

15

1. incorrect
2. incorrect
3. incorrect
4. correct

16

1. We have relaxing areas in our office.
2. Customers like formal meetings in the conference room.
3. Are the training rooms opposite the reception?
4. I think unplanned meetings lead to better ideas.

17

1. d
2. c
3. a
4. b

18

1. b
2. a
3. b
4. a

19

1. usually
2. often
3. sometimes
4. never

20

1. 3, 30
2. 100, 20
3. 10, 12
4. 33, 21

21

1. visited
2. gave
3. went
4. discussed

22

1. true
2. false
3. false
4. true

23

1. Dear
2. good
3. ask
4. kind

24

1. d
2. c
3. a
4. b

25

1. supermarket
2. bank
3. restaurant
4. bookshop

26

1. d
2. c
3. a
4. b

27

1. Please could we have a menu?
2. Would you like something to drink?
3. I am ready to order now.
4. I prefer drinking still water with my meal.

28

1. month
2. budget
3. report
4. 9 pm

29

1. incorrect
2. correct
3. correct
4. incorrect

30

1. make
2. make
3. do
4. do

Auswertung**Ab 104 Punkten:**

Ausgezeichnet! Sie sind in dieser Niveaustufe absolut sicher.

Wir empfehlen Ihnen den Besuch eines Kurses, der mit Business English For Beginners A2 anfängt. Vielleicht möchten Sie vorher den Einstufungstest für die nächste CEF-Stufe ausfüllen?

Ab 76 Punkten:

Ihre Kenntnisse auf Niveaustufe A1 sind gut.

Um Ihre Kenntnisse weiter zu festigen und eventuell vorhandene Wissenslücken zu schließen, empfehlen wir Ihnen, die Inhalte aus dem Kursbuch Business English for Beginners A1 zu wiederholen, bevor Sie einen Kurs auf der Niveaustufe A2 beginnen.

Unter 76 Punkten:

In dieser Niveaustufe sind Sie noch unsicher. Wir empfehlen den Besuch eines Kurses, der mit dem Kursbuch Business English For Beginners A1 anfängt.