BASIS FOR BUSINESS

CI

JIM MALONEY



Cornelsen

Please write your answers on the answer sheet.

Bitte tragen Sie die Lösungen auf dem Antwortblatt ein.

1 Complete the sentences using *for*, *since*, *ago* or *now*.

- 1. We have been discussing the next stage of the project all afternoon
- 2. The order confirmation has been outstanding ... Thursday.
- 3. Did you get a response from the costing department?
 - We did, but it was a long time
- 4. We've been waiting for confirmation of our proposal ... three weeks now.

2 Which word or phrase does not fit?

- 1. Public health is an extremely interesting
 - a) sector
 - b) branch
 - c) industry
 - d) field
- 2. We need to ... the new hardware for any potential problems.
 - a) test
 - b) try out
 - c) check
 - d) prove
- 3. In our recent customer survey, 51.4% of respondents wished to remain anonymous. That represents
 - a) a small majority
 - b) a brief majority
 - c) a thin majority
 - d) a slim majority
- 4. Be positive! I am sure the project will ... over time.
 - a) tune into something
 - b) yield results
 - c) bear fruit
 - d) meet with success

3 Choose the correct answers.

- 1. Which statement is grammatically correct?
 - a) I don't have many knowledges about marketing processes.
 - b) I don't have much knowledge about marketing processes.
- 2. Which statement is more appropriate for making a polite request?
 - a) I wonder if you can drive me to the airport.
 - b) I was wondering if you could drive me to the airport.
- 3. Which statement suggests that the speaker may have found the perfect job?
 - a) I was hoping to find the perfect job.
 - b) I wish I had found the perfect job.
- 4. Which statement suggests that Anthony is still discussing things with his boss?
 - a) Anthony has been discussing the issue with his boss for over two hours.
 - b) Anthony discussed the issue with his boss for over two hours.
- 4 Simple past, present perfect or present perfect continuous? Complete the progress report with the correct form of the verbs below. One verb is not needed.

conduct evaluate facilitate include reveal

Here is an overview of the progress we've made so far with our Natural Cosmetics range. In the course of the last two weeks, we ... (1) a focus group to identify customer preferences. It is based on recently published research which ... (2) that customers desire more vegan friendly products. Of course, we ... (3) both vegan and non-vegan participants from different age groups in our focus group. The market research team ... (4) the qualitative responses so far and they will put together a report next week.

5 Complete the text using the most appropriate linking words or phrases below. Two are not needed.

although	as a result	despite
however	initially	nevertheless

... (1) I have been working in the R&D department for five years now, I still feel like I am learning something new. I feel very lucky to have a very motivating line manager. ... (2) she is often extremely busy, so finding time to sit down together and discuss progress on ongoing projects can be difficult. ... (3) this, we have achieved a number of breakthroughs this year and ... (4) we hope to apply for patents in the near future.

6 Complete the text in the passive form using the verbs below. Two verbs are not needed.

approve	complete	handle
introduce	move	take

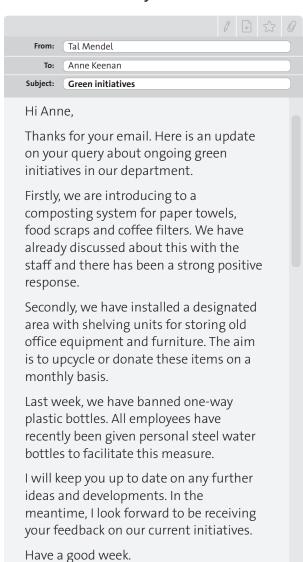
Currently, some steps ... (1) to digitize the application process for our research funds. However, this process is still underway and, as things stand, an application form must ... (2) by hand in black ink. Please attach photocopies of two forms of identification (e.g. passport or driving licence). This new security feature ... (3) on January 1, 2020. The complete application form should be posted to the address below. A member of our credit decision team will review your application before funding ... (4). In the event that your application is unsuccessful, you may reapply for funding next year.

7 Which verb does not collocate with the noun?

- 1. to interest / validate / confirm / initiate a payment
- 2. to rely on / receive / spend on / appeal for a donation
- 3. to impact / break off / introduce / foster a relationship
- 4. to violate / injure / strengthen / safeguard an agreement

8 Match the sentence beginnings with the correct endings. One answer does not fit.

- 1. If I were him, ...
- 2. The line manager recommended ...
- 3. I definitely wouldn't pursue it, ...
- 4. If only he were able ...
- a) ... that we green-light it immediately.
- b) ... be able to give the green light.
- c) ... to give the green light.
- d) ... I would give the green light.
- e) ... unless the boss gave the green light.
- 9 Read the following email which outlines measures to reduce office waste. Find the four words that Tal added by mistake.



Tal

10 Match the following phrases with their intentions.

- 1. I am visiting the new supplier at 3 p.m. on Wednesday next week.
- 2. I will call the supplier to arrange a meeting for next Wednesday.
- 3. Would you be meeting the new supplier next Wednesday?
- 4. This time next week, I will be meeting the new supplier.
- a) a promise
- b) an appointment
- c) a possible future plan
- d) a fixed future plan

11 Match the idiomatic phrases (a – f) with their meanings (1 – 4). Two phrases are not needed.

- 1. to agree on how things should be done
- 2. to experience financial difficulty
- 3. to not be available for anything else
- 4. to have a rough estimate of the value of something
- a) to be in the ballpark
- b) to feel the pinch
- c) to be tied up
- d) to have no strings attached
- e) to have a rule of thumb
- f) to be on the same page

12 Complete the sentences with the words below. Use the correct form. One word is not needed.

overall	overlook	oversee
overthink	overview	

- 1. He is very experienced, having ... numerous sustainability projects in the past.
- 2. The ... performance was reasonable, but there need to be some improvements.
- 3. Oh no! You need to check that again, I think you have ... some spelling mistakes.
- 4. I now have a clear ... of the educational project after today's presentation.

13 Choose the correct word to complete the sentences.

- 1. I was taken / told / moved / held off by my boss this morning for being late.
- 2. I didn't expect such a quick reply. You have really placed / moved / held / taken me by surprise with your fast work.
- 3. I got off on the wrong *arm / leg / head / foot* with the new COO by using her first name.
- 4. Jannik is always asking me questions in presentations and *placing / putting / standing / hitting* me on the spot.

14 Which is the correct response in each situation?

- Marion has said that you need to make some changes to the presentation.
 - a) "That is so irritating, I can't see why!"
 - b) "I am totally nerved by this. I don't understand why!"
- 2. Do you accept responsibility for the delay?
 - a) "Yes, I totally blame myself."
 - b) "Yes, I shame myself so much."
- 3. I don't like the way she speaks to her colleagues.
 - a) "You're right, it's not polite to address someone in such a way!"
 - b) "It is not correct the way how she talks!"
- 4. I'm having problems with the software update.
 - a) "OK, I can save ten minutes to help you."
 - b) "OK, I can spare ten minutes to help you."

15 Put the words in the correct order to make sentences for admitting mistakes.

- may / I / I / missed / suspect / have / that / deadline / the
- 2. brought / was / the / of / I / actually / deadline / surprised / that / was / kind / forward
- current / have / the / situation / I / misunderstood / may
- 4. read / of / l / l / email / didn't / properly / the / sort / guess

16 Choose the correct preposition in each sentence.

- 1. To be the rightful owner at / by / for / of a trademark.
- 2. To be better around / away / off / on financially.
- 3. To feel happy of / in / about / through something.
- 4. To draw about / by / of / on experienced staff.

17 Connect the words below to form phrasal verbs. Then complete the sentences by replacing the word in brackets with the correct phrasal verb.



Example: We worked out (calculated) the costs using the figures you sent.

- 1. The bank ... (refused) our first loan application because we didn't provide enough detail in our business plan.
- 2. Could you ... (create) a new business plan to submit to the credit manager?
- 3. The credit manager ... (raised) a number of difficult points in the meeting.
- 4. We should ... (investigate) the underlying reasons why our loan application was rejected.
- 18 Haroun interviews Reinhardt about his tenure as a sales manager at their company's branch in Mexico. Complete the extract with the correct form of the verbs in brackets.

Haroun: So, tell me, what was it like being head

of sales in our Mexico division?

Reinhardt: To be honest, it was a very difficult time for me, personally and professionally. I think that there were a number of factors that affected my experience. Firstly, the work culture. I noticed that my Mexican colleagues had very different attitudes to hierarchy, project deadlines, and taking initiative in a professional context. (1) If I ... (learn) more about the working culture before I left, I ... better ... (be prepared). Similarly, the language was a problem. (2) It ... (help) enormously if I ... (take) some steps to improve my Spanish skills before I started working there.

Haroun: Would you say that you learned from

this experience?

Reinhardt: Oh yes, absolutely! I learned a lot from my mistakes. (3) If I ... (not have) this experience, I ... (make) the same mistakes again. However, I must add that I am a bit critical of the employee welfare department. I often ask myself: (4) would the situation ... (work out) better if I ... (receive) better support?

19 Which verb does not collocate with the noun?

- 1. to grant / receive / contribute / provide a subsidy
- 2. to enhance / call / build / enjoy a reputation
- 3. to go out / terminate / take over / sign a lease
- 4. to recoup / sustain / decline / incur a loss

20 Match the words with the correct definitions.

- 1. seamless
- 2. effortless
- 3. delightful
- 4. sustainable
- a) maintained at an acceptable level over a long period of time
- b) achieved with commendable ease
- c) smooth and continuous with no apparent gaps
- d) highly pleasant, attractive or enjoyable
- 21 Juan and Marla are forced to work from home as a result of the Covid-19 pandemic. Complete the dialogue using the modifiers below. Change the form where necessary. Two modifiers are not needed.

absolute	a very	clear
even	extreme	heavy

Juan: I think we will be working from home for the next few weeks. I guess we'd better start getting used to it.

Marla: Hmm, I am not so optimistic. I think it will be ... (1) ages before we are back in the office. I reckon months, not weeks!

Juan: Well, as long as we can return to normality eventually. The main problem I have is that, with everyone in my apartment block working from home, my internet is ... (2) slow. I think it is operating at a speed of less than one megabit per second!

Marla: I had the same problem last week. In fact, my internet was ... (3) slower. And since I don't have a proper office in my apartment I have to work in the kitchen. It's really distracting.

Juan: I totally understand your frustration. This is ... (4) a difficult situation for everyone. But hey, let's look on the bright side: at least we're saving time by not having to commute to work.

22 Match the words with the correct definitions.

- 1. bullying
 - a) the use of force or threat to intimidate someone
 - b) the process of testing someone's abilities
 - c) the act of leaving or being sent away
- 2. to reprimand
 - a) making secret information known to others
 - b) to be authorized to represent others
 - c) the formal expression of disapproval
- 3. out of the loop
 - a) avoiding doing a task given by a superior
 - b) being unaware of information
 - c) to be away from a job temporarily
- 4. perk
 - a) a judgement about the value of something
 - b) a type of assessment for a job
 - c) a benefit provided from a job

23 Complete the sentences using reported speech.

- 1. "I'm visiting the customer next Friday." He told me that he ... the customer next Friday.
- 2. "When will you arrive?" She asked me when I
- 3. "I missed my appointment this morning!" He complained that he ... his appointment that morning.
- 4. "Payment by credit card is preferable." They state that they ... payment by credit card.

24 Which sentence is grammatically correct?

- 1. a) This is such an exciting game.
 - b) This is so an exciting game.
 - This is what an exciting game.
- 2. a) Isa concentrated quite hardly on the exam.
 - b) Isa concentrated quite harder on the exam.
 - c) Isa concentrated quite hard on the exam.
- 3. a) Can we rise enough capital in time?
 - b) Can we raise enough capital in time?
 - c) Can we risen enough capital in time?
- 4. a) I will proveread the contract one last time.
 - b) I will proofread the contract one last time.
 - c) I will checkread the contract one last time.

25 Annika Barsukova, the head of marketing, is discussing a project with the head of packaging, Pierre Sargent. Complete the conversation with four of the marketing terms below.

differentiation	market segment
peer recommendations	point of sale
warranty	word of mouth

Annika: I really like what you have done here Pierre. I feel like the new packaging design for our products gives a real sense of ... (1) from our competitors.

Pierre: Thanks, Annika. To be completely honest with you, I preferred the old design. But when we found out by ... (2) that our primary customer group - that's Generation Z – didn't like our packaging anymore, we knew that we had to change something. So, we ran a targeted customer survey to explore the personal opinions and preferences of that ... (3).

I think it looks great! It will really stand Annika: out at the ... (4) which is where 70% of our products are purchased. Let's get the designers to put together a presentation.

26 Use to, used to or would? Complete the sentences with the correct option.

- 1. When I started working at the company in the 1990s, I... never initiate a conversation with the managing director. I was so intimidated by him!
- 2. I didn't ... cycle to the office until they built that new bridge over the river.
- 3. I am ... getting up early now, but it took some time to adjust to my new sleeping habits.
- 4. Didn't you ... work at the office on 133rd Street?

27 Which word is contextually inappropriate in each phrase for monitoring ethical behaviour?

- 1. Anything that is discussed / delivered / disclosed here will remain between us.
- 2. That information is public / privileged / personal and anyone sharing it is behaving out of line.
- 3. You're absolutely right / allowed / privileged to raise such an issue.
- 4. Let's explore the measures / processes / people in place that can help to reduce exposure.

28 Match the following definitions with the correct term.

- 1. not very substantial and easily damaged
 - a) flimsy
- c) reasonable
- b) cheap
- d) transparent
- 2. the value of something cannot be estimated
 - a) inexpensive
- c) poor
- b) priceless
- d) free
- 3. a measure taken in advance to deal with a future need
 - a) provisional
- c) provoke
- b) provide
- d) provision
- 4. reliable enough to keep a secret
 - a) authoritative
- c) trustworthy
- b) believable
- d) persuasive
- 29 Rewrite the following sentences as reduced relative clauses to present the information in a more succinct manner. Hint: you need to leave out the underlined relative pronouns.
- 1. The man <u>who</u> is sitting next to Javier is my boss.
 The man ...
- 2. Most board members who were invited to the Christmas party accepted the invitation.

 Most board members ...
- 3. Anyone <u>who</u> enters the building without official authorization will receive a written warning.

 Anyone ...
- 4. They told me about a fitness app which has recently been upgraded and which appeals to the Generation X market segment.

 They told me about ...
- 30 Reformulate the following sentences to make them sound more cautious. Use the words in brackets in the given form and order.
- The packaging design is okay. (would appear / as far as it goes)
 - The packaging design ...
- Social distancing is a possible solution. (seems / the way forward)
 Social distancing ...
- 3. One could say that it is true that women earn less than men. (on the whole / appear)
 ... earn less than men.
- My advice is to possibly change to a more modern name. (suggest / perhaps)

١...

- 31 Team lead Carla is speaking to her colleagues Li and Marco at an update meeting. Complete the dialogue with the correct form of the verbs in brackets.
- Carla: Li, Marco, hi! It's nice to see you again. We (1) ... (be) so busy lately, it's good to finally get together again.
- Li: I know, busy is an understatement. As you know, I (2) ... (lead) the urban sustainability project since last autumn. I hope we (3) ... (have) some concrete results by the end of the year. To be honest, it's exhausting.
- Carla: Don't worry, Li. I can see how much work you've been putting into this project. If only Dave (4) ... (not leave) so suddenly, you would still have some help.
- Li: I know. I miss Dave. He played such a supportive role for me in all this. Well, at least we (5) ... (onboard) the new junior environmental solutions manager at the moment, so that will help.
- Carla: Brilliant! I am sure you (6) ... (feel) much more relaxed as soon as your new team member is fully integrated. And Li, if it's ever too much pressure please let me know. We'll figure something out.
- Li: Thanks, Carla.
- Carla: In other news, Marco, I hear that you (7) ... (choose) by our office manager Katie to help make the arrangements for this year's summer party. In fact, I put your email contact on the tender.
- Marco: Yes, thanks for that! They (8) ... (send) me brochures for a week now. I am slightly overwhelmed. Still, we want to get it right after last year's disaster. I'm in contact with one hospitality company that looks really promising. As a matter of fact, I (9) ... (meet) their head of sales next Thursday at 3 p.m. If that meeting (10) ... (go) well, we'll just need to figure out some details.
- Carla: Great! By the way, I think you're right about last year. It was a mess! If I remember correctly, the room (11) ... (light) very badly and the DJ played Schlager music all evening!
- Marco: Yeah. Everyone complained that he (12) ... (not play) anything else. It was so embarrassing. We can't have that happen again!



- 32 Carla wants to hire a new project manager. She has asked Li and Marco for their ideas concerning the requirements of the new role. Complete the dialogue using one word per gap.
- Li: So, Carla has asked us to help outline the job profile for the new project manager role. I must admit that this is a bit new to me. What are your thoughts?
- Marco: Well, firstly, I think the ideal candidate should have at least two years' practical experience in the field. Additionally, I believe we should look for someone with proven success ... (1) at least one large scale project.
- Li: I agree with you to a point, but maybe we should also consider looking for a university graduate with a Master's degree. That way, we could ... (2) use of the most recent research ... (3) the educational sector.
- Marco: I am not so sure I fully agree with you there, Li. I just think that candidates ... (4) have practical work experience would be much easier to onboard. ... (5) mentioned by Carla yesterday, we need to get off to a running start with our new colleague.
- Li: OK, on second thought maybe you're right. It's just that, in my experience, it's so hard to find qualified candidates. There's a lot of competition out there. So, how can we make the position attractive enough?
- Marco: I think we need to stress to the candidates ... (6) a big step this could be ... (7) furthering their career. Moreover, there will be potential ... (8) promotion if they succeed in their role.

- Li: I'm sorry, but that sounds like a bit of an oversell to me. I think the candidates would appreciate ... (9) if we took a more personable approach in the hiring process.
- Marco: What exactly do you mean by a more personable approach?
- Li: Well, Carla said that we should have a kind and welcoming attitude and I agree with her. We should try to make our future colleague feel comfortable in this big glass building, ... (10) to be honest, I was intimidated ... (11) at my interview!

 Remember that ... (12) one of the individual candidates will have a very different personality. This is our chance to get to know them and find out if they're a good fit for our team. I think that's the most important thing.

Answer sheet

Antwortblatt

Name:	Datum:
1	5
	1
2	2
3	3
4	4
/ 4 points	/ 4 points
2	6
1	1.
2	2
3	3
4	4
/ 4 points	/ 4 points
3	7
1. a) is correct □	1
b) is correct □	2
2. a) is correct □b) is correct □	3
3. a) is correct □	4
b) is correct □	/ 4 points
4. a) is correct □	8
b) is correct □	1
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10	15
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/ 4 points	/ 4 points
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/ 4 points	/ 4 points
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1. a) is correct □	1
b) is correct □	2
2. a) is correct □b) is correct □	3
3. a) is correct □	4
b) is correct □	/ 4 points
4. a) is correct □b) is correct □	
/ 4 points	

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1.	a) is correct □ b) is correct □ c) is correct □
2.	a) is correct □ b) is correct □ c) is correct □
3.	a) is correct □ b) is correct □ c) is correct □
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Total number of points: _____/ 144 points

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Answer key

Lösungsschlüssel

3.	now since ago for
	d) b)
31.2.3.4.	b) is correct a) is correct a) is correct a) is correct a) b) is correct ab) is correct ab
4 1. 2. 3. 4.	
2.	Although However Despite as a result
6 1. 2. 3. 4.	are being taken be completed was introduced is approved
7 1. 2. 3. 4.	interest spend on introduce injure
8 1.	d)

9 to (a composting system) about (this with the staff) have (banned) be (receiving) 10 1. b) 2. a) 3. c) 4. d) 11 1. f) 2. b) 3. c) 4. a) 12 1. overseen 2. overall 3. overlooked 4. overview 13 1. told 2. taken 3. foot 4. putting 14 1. a) is correct **□** b) is correct □ 2. a) is correct 🕱 b) is correct □ 3. a) is correct 🕱 b) is correct □ 4. a) is correct \square b) is correct 🕱 1. I suspect that I may have missed the deadline.

- 2. I was actually kind of surprised that the deadline was brought forward.
- 3. I may have misunderstood the current situation.
- 4. I guess I sort of didn't read the email properly.

2. a) 3. e) 4. c)

16	
1.	of
2.	off
3.	about
4.	on
17	
1.	turned down
2.	put together
3.	brought up
4.	look into
18	
1.	had learned, would have been (better) prepared
2.	would have helped, had taken

3. hadn't/had not had, would make

4. have worked out, had received

19

- 1. contribute
- 2. call
- 3. go out
- 4. decline

20

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

21

- 1. absolutely
- 2. extremely
- 3. even
- 4. clearly

22

- 1. a)
- 2. c)
- 3. b)
- 4. c)

23

- 1. was visiting
- 2. would arrive
- 3. had missed
- 4. prefer / would prefer

24

1. a) is correct
b) is correct
c) is correct
2. a) is correct
b) is correct
c) is correct
c) is correct
3. a) is correct
b) is correct
c) is correct
c)

25

1. differentiation

4. a) is correct □
b) is correct □
c) is correct □

- 2. word of mouth
- 3. market segment
- 4. point of sale

26

- 1. would
- 2. use to
- 3. used to
- 4. use to

27

- 1. delivered
- 2. public
- 3. privileged
- 4. people

28

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

29

- 1. The man sitting next to Javier is my boss.
- 2. Most board members invited to the Christmas party accepted the invitation.
- 3. Anyone entering the building without official authorization will receive a written warning.
- 4. They told me about a recently upgraded fitness app appealing to the Generation X market segment.

30

- 1. The packaging design would appear to be OK, as far as it goes.
- 2. Social distancing seems to be the way forward.
- 3. On the whole, women appear to earn less than men.
- 4. I (would) suggest perhaps changing to a more modern name.

31

- 1. have/'ve been
- 2. have/'ve been leading
- 3. will/'ll have
- 4. had not/hadn't left
- 5. are/'re onboarding
- 6. will/'ll feel
- 7. have/'ve been chosen
- 8. have/'ve been sending
- 9. am/'m meeting
- 10. goes
- 11. was lit
- 12. did not/didn't play

32

- 1. in
- 2. make
- 3. from
- 4. who/that
- 5. As
- 6. what
- 7. in
- 8. for
- 9. it
- 10. which
- 11. by
- 12. each

Auswertung

Ab 122 Punkten:

Ausgezeichnet! Sie haben hervorragende Kenntnisse auf Niveaustufe C1 und darüber hinausgehend.

Ab 100 Punkten:

Ihre Kenntnisse auf Niveaustufe C1 sind gut. Um Ihre Kenntnisse weiter zu festigen und eventuell vorhandene Wissenslücken zu schließen, empfehlen wir Ihnen, die Inhalte aus dem Kursbuch **Basis for Business C1** zu wiederholen.

Unter 100 Punkten:

In dieser Niveaustufe sind Sie noch unsicher. Wir empfehlen Ihnen daher den Besuch eines Kurses, der mit dem Kursbuch **Basis for Business C1** anfängt.