

A2

BUSINESS ENGLISH

FOR BEGINNERS

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EINSTUFUNGSTEST

AUDIOS
online



Cornelsen

Please write your answers on the answer sheet.

Bitte tragen Sie die Lösungen auf dem Antwortblatt ein.

1 Simple present or simple past? Complete the sentences.

Jürgen Gebhardt is a logistics planner with Subran GmbH in Mainz. He usually ... (1. travel) once a month to customers in Germany and Holland. Last year he ... (2. fly) to Canada for a trade conference. Two colleagues ... (3. be) also there with him. He likes business trips but he ... (4. not enjoy) travelling.

2 Hana Kamachi works for an events organization agency. She needs to find a location for Subran. They want to have a conference in London. Complete her email with the comparative or superlative.

Dear Mr Gebhardt,

Thank you for your email. Here are some possible locations for your presentation next month.

Name	Capacity (number of people)	Cost €	Review
Haven Hotel	100	925	★★★
City Conference Centre	150	1300	★★★★
Tower Events	80	840	★★★

The City Conference Centre has the ... (1. good) review but it is also the ... (2. expensive). Haven Hotel has the same rating as Tower Events, but a ... (3. big) capacity. Is cost ... (4. important) than capacity?

Please let me know so that I can help you further.

Best regards,
Hana Kamachi

3 Match the English words with their German translation.

1. to offer
 2. to check
 3. to move
 4. to prefer
- a) bevorzugen
b) umziehen
c) anbieten
d) überprüfen

4 1))) Jürgen arrives at the hotel in London the night before the conference. Listen to the dialogue and answer the questions.

1. What floor is the hotel room on?
a) the third
b) the thirteenth
c) the thirtieth
2. What time does breakfast start?
a) 6.30 b) 7.00 c) 7.30
3. Where is the lift?
a) opposite the conference hall
b) opposite the bar
c) opposite the breakfast room
4. Who paid for Jürgen's room?
a) Jürgen's company
b) Jürgen's client
c) Jürgen

5 Which is the correct reply, a or b?

1. This is Vanessa Black.
a) Pleased to meet you.
b) Nice to know you.
2. Would you like coffee with your breakfast?
a) Of course.
b) Yes, thank you.
3. Could I help you with the projector?
a) I'm OK, thanks.
b) No, you can't.
4. Are you travelling back to Germany tomorrow?
a) Certainly, I am.
b) Yes, I am.

6 Which of the following sentences is correct, a or b?

1. a) I prepare a report at the moment.
b) I am preparing a report at the moment.
2. a) Every Friday we have a team meeting.
b) Every Friday we are having a team meeting.
3. a) Hi, it's Vanessa Black. I call you from my car.
b) Hi, it's Vanessa Black. I am calling you from my car.
4. a) We are very busy, so I leave work late this week.
b) We are very busy, so I'm leaving work late this week.

7 Complete the text with the following words.
Use each one only once.

some

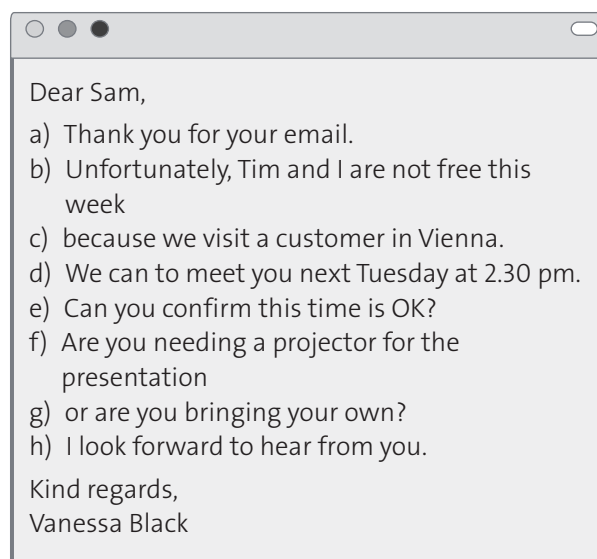
much

any

many

There aren't ... (1) days when it's quiet in our office.
We have so much work at the moment and I really need ... (2) help. I finish work today at 7 pm so I only have 45 minutes to go to the gym – that's not ... (3) time. ... (4) of my friends don't understand how I can work under this pressure.

8 Look at the email. Of the eight lines (a–h), which four lines are correct?



9 Match the German words with their English translation.

1. einen Termin absagen
 2. einen Termin vereinbaren
 3. einen Termin bestätigen
 4. einen Termin verschieben
- a) to make an appointment
b) to cancel an appointment
c) to postpone an appointment
d) to confirm an appointment

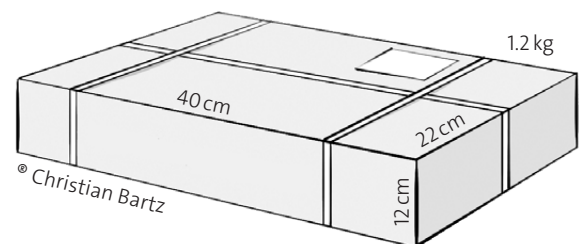
10 2))) Listen to the review of Callister, a sports shoe manufacturer. Are the statements (1–4) true or false?

1. Callister's head office is in England.
2. Their biggest market in Europe is France.
3. Their running shoes are cheaper than other shoes on the market.
4. They're presenting a new range of sports shoes at an exhibition this year.

11 Which is the best possible answer from the two choices in *italics*?

1. A: We need Amanda's input at the teleconference on Friday.
B: Sorry, Amanda can't be there on Friday because *she will visit* / *she is visiting* a new customer.
2. A: Can you tell me when Erdal is back in the office?
B: Just a moment, *I'll check* / *I'm going to check* for you.
3. A: Can you help me with the spreadsheet this afternoon?
B: Sorry, I can't. *I will have* / *I'm going to have* a meeting with the boss then.
4. A: How many packages were delivered this morning?
B: I'm not sure. *I'll give* / *I'm going to give* the warehouse manager a call.

12 Look at the picture and match 1–4 with a–d.



- | | |
|-----------|-----------|
| 1. height | a) 1.2 kg |
| 2. length | b) 12 cm |
| 3. width | c) 22 cm |
| 4. weight | d) 40 cm |

13 Put the following sentences into the correct order. The first word is always correct.

1. I'm / the / you / number / afraid / have / wrong
2. I'm / but / the / he's / a / sorry, / meeting / moment / in / at
3. Could / me / you / confirmation / a / send / please / email
4. I'll / you / ask / back / to / her / call

14 Match the English words with their German translation.

- | | |
|-------------------|---------------|
| 1. demand | a) Empfehlung |
| 2. recommendation | b) Vorschlag |
| 3. suggestion | c) Bedingung |
| 4. condition | d) Nachfrage |

15 Which of the following sentences are grammatically correct? Which are wrong?

1. He sent urgently the email.
2. We need confirmation really quickly.
3. The department is really good organized.
4. This new office chair feels very comfortably – I think we should buy it!

16 Look at the following email. Of the eight lines (a–h), which four lines are correct?

Dear Amal,

a) Thank you for sending quickly the samples for the new products.

b) We would like to ask a few more questions.

c) I am sure the quality is well, so that is not a problem,

d) but we want to know if a discount is possible?

e) Also, can you delivery within 21 days?

f) Could you send me an email today to confirm this?

g) If this is possible, I am making an order

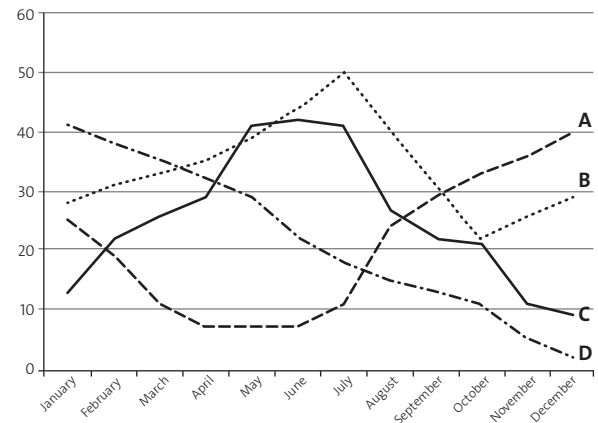
h) this week. Thanks so much for you help.

Kind regards
Sam

17 Choose the correct option in the each sentence.

1. Vanessa Black works for an international company *who/which* provides virtual communication services.
2. Tim Lopez is the sales consultant *who/which* will meet you next week.
3. There is a new app for customers *who/which* want to book hotel rooms on their smartphones.
4. My partner's new smartphone, *who/which/that* I bought last week, was a surprise birthday present.

18 3))) Listen to the report and match the shoe ranges (1–4) with the lines on the graph (A–D).



1. Original range
2. GS range
3. G1000 range
4. G2000 range

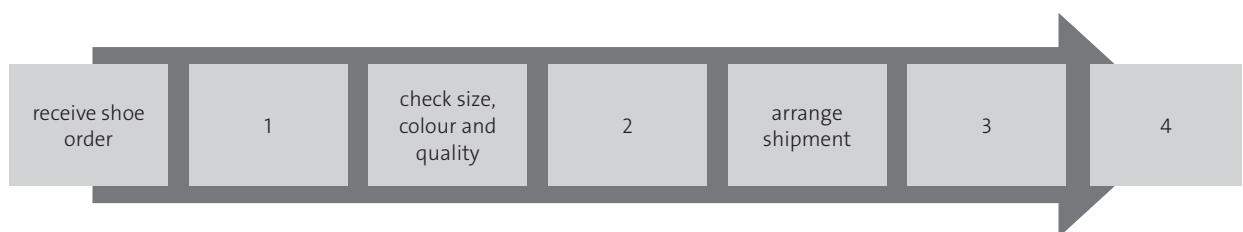
19 Choose the correct option, "if" or "when".

1. Tim Lopez has sent me a fax. Can you give it to me *if/when* it finishes printing.
2. I am going to buy a new smartphone next week. *If/When* I go to the shop, will you come with me?
3. We can deliver within 21 days *if/when* you sign the contract today.
4. *If/When* my exam results are positive, should we celebrate?

20 4))) Listen to the four numbers and write them down using the long form.

21 Complete the order process at the bottom of the page with the following steps.

deliver shoes	package shoes	send confirmation email	send satisfaction questionnaire
---------------	---------------	-------------------------	---------------------------------



22 Which sentences are grammatically correct? Which are wrong?

1. I have signed the new contract a week ago.
2. He didn't call the supplier already.
3. Have you met the new colleague yet?
4. The company has made its first order in 2001.

23 Match the English words with their German translation.

1. to look like something
2. to look forward to something
3. to look into something
4. to look up something

- a) eine Sache nachgehen
- b) etwas nachschlagen
- c) nach etwas aussehen
- d) sich auf etwas freuen

24 5))) Lund is looking for a new assistant to join their supply chain management team. Listen to Meera Borgen describe the perfect candidate. Are the four statements true, false or not said?

1. The candidate must work well with other people.
2. The candidate must be able to work full time.
3. The candidate must speak three foreign languages.
4. The candidate must have an official qualification in IT.

25 Which of the following sentences are grammatically correct? Which are wrong?

1. I have worked at Callister since three years.
2. I have lived in Holland before. I studied in Utrecht for two years in 2005.
3. Has your boss ever been to Portugal?
4. How many orders have you processed since we speak this morning?

26 Choose the correct option in each sentence.

1. It's casual Friday so you *mustn't* / *don't have to* wear a suit!
2. I know it's not necessary, but *must* / *should* I wear a tie for my job interview?
3. You are allowed to bring your dog to the office. The only rule is that you *must* / *should* clean up after it!
4. That is completely forbidden! You *mustn't* / *don't have to* smoke in the building.

27 Choose the correct word.

1. Sales rose ... 30% in 2017.
a) to b) by c) at d) of
2. Revenue decreased ... the final quarter of 2017.
a) at b) to c) in d) of
3. Returns decreased sharply last year from 32 ... only 13 per month on average.
a) of b) in c) at d) to
4. The number of new orders received today now stands ... a record 155!
a) of b) at c) on d) in

28 Complete each sentence with the correct option.

1. What? No delivery yet? I ... that we call the delivery company. Maybe they are delayed.
a) expect c) solve
b) discuss d) suggest
2. Have you ever been ... responsible for your own customers before?
a) directly c) urgently
b) absolutely d) carefully
3. If the buyer does not ... the deadline for payment, we will cancel the contract.
a) hold c) meet
b) right d) invite
4. I'm ... that Thursday does not fit my schedule. How about Friday morning?
a) apologized c) delayed
b) afraid d) terrible

29 Match the English words with their German translation.

- | | |
|----------------|---------------------|
| 1. to compete | a) vervollständigen |
| 2. to compare | b) sich beschweren |
| 3. to complain | c) vergleichen |
| 4. to complete | d) konkurrieren |

30 Which option (a, b or c) does not fit with the words (1–4)?

1. ... a problem
a) solve b) cause c) prepare
2. ... success
a) priority of b) chance of c) possibility of
3. ... a deadline
a) meet b) do c) have
4. ... a solution
a) have b) find c) reduce

Answer sheet

Antwortblatt

Name:

Date:

1

1. _____

2. _____

3. _____

4. _____

_____/ 4 points

2

1. _____

2. _____

3. _____

4. _____

_____/ 4 points

3

1. _____

2. _____

3. _____

4. _____

_____/ 4 points

4

1. _____

2. _____

3. _____

4. _____

_____/ 4 points

5

1. _____

2. _____

3. _____

4. _____

_____/ 4 points

6

1. _____

2. _____

3. _____

4. _____

_____/ 4 points

7

1. _____

2. _____

3. _____

4. _____

_____/ 4 points

8

Correct: _____

_____/ 4 points

9

1. _____

2. _____

3. _____

4. _____

_____/ 4 points

101. True ☐ False ☐2. True ☐ False ☐3. True ☐ False ☐4. True ☐ False ☐

_____/ 4 points

11

1. _____
 2. _____
 3. _____
 4. _____
- _____/ 4 points

12

1. _____
 2. _____
 3. _____
 4. _____
- _____/ 4 points

13

1. I'm _____
_____.
 2. I'm _____
_____.
 3. Could _____
_____?
 4. I'll _____
_____.
- _____/ 4 points

14

1. _____
 2. _____
 3. _____
 4. _____
- _____/ 4 points

15

- | | |
|-------------------------------------|--------------------------------|
| 1. Correct <input type="checkbox"/> | Wrong <input type="checkbox"/> |
| 2. Correct <input type="checkbox"/> | Wrong <input type="checkbox"/> |
| 3. Correct <input type="checkbox"/> | Wrong <input type="checkbox"/> |
| 4. Correct <input type="checkbox"/> | Wrong <input type="checkbox"/> |
- _____/ 4 points

16

Correct: _____

_____/ 4 points

17

1. _____
 2. _____
 3. _____
 4. _____
- _____/ 4 points

18

1. _____
 2. _____
 3. _____
 4. _____
- _____/ 4 points

19

1. _____
 2. _____
 3. _____
 4. _____
- _____/ 4 points

20

1. _____

 2. _____

 3. _____

 4. _____

- _____/ 4 points

21

1. _____

2. _____

3. _____

4. _____

_____/ 4 points

221. Correct ☐ Wrong ☐2. Correct ☐ Wrong ☐3. Correct ☐ Wrong ☐4. Correct ☐ Wrong ☐

_____/ 4 points

23

1. _____

2. _____

3. _____

4. _____

_____/ 4 points

241. True ☐ False ☐ Not said ☐2. True ☐ False ☐ Not said ☐3. True ☐ False ☐ Not said ☐4. True ☐ False ☐ Not said ☐

_____/ 4 points

251. Correct ☐ Wrong ☐2. Correct ☐ Wrong ☐3. Correct ☐ Wrong ☐4. Correct ☐ Wrong ☐

_____/ 4 points

26

1. _____

2. _____

3. _____

4. _____

_____/ 4 points

27

1. _____

2. _____

3. _____

4. _____

_____/ 4 points

28

1. _____

2. _____

3. _____

4. _____

_____/ 4 points

29

1. _____

2. _____

3. _____

4. _____

_____/ 4 points

30

1. _____

2. _____

3. _____

4. _____

_____/ 4 points

Total number of points: ____/ 120 points

Gesamtpunktezahl:

Answer key

Lösungsblatt

1

1. travels
2. flew
3. were
4. doesn't enjoy / does not enjoy

2

1. best
2. most expensive
3. bigger
4. more important

3

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

4

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

5

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

6

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

7

1. any
2. some
3. much
4. Many

8

Correct: a b e g

9

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

10

- | | | | |
|---------|-------------------------------------|-------|-------------------------------------|
| 1. True | <input checked="" type="checkbox"/> | False | <input type="checkbox"/> |
| 2. True | <input type="checkbox"/> | False | <input checked="" type="checkbox"/> |
| 3. True | <input type="checkbox"/> | False | <input checked="" type="checkbox"/> |
| 4. True | <input checked="" type="checkbox"/> | False | <input type="checkbox"/> |

11

1. she is visiting
2. I'll check
3. I'm going to have
4. I'll give

12

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

13

1. I'm afraid you have the wrong number.
2. I'm sorry, but he's in a meeting at the moment.
3. Could you please send me a confirmation email?
4. I'll ask her to call you back.

14

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

15

- | | | | |
|------------|-------------------------------------|-------|-------------------------------------|
| 1. Correct | <input type="checkbox"/> | Wrong | <input checked="" type="checkbox"/> |
| 2. Correct | <input checked="" type="checkbox"/> | Wrong | <input type="checkbox"/> |
| 3. Correct | <input type="checkbox"/> | Wrong | <input checked="" type="checkbox"/> |
| 4. Correct | <input type="checkbox"/> | Wrong | <input checked="" type="checkbox"/> |

16

Correct: b d e f

17

1. which
2. who
3. who
4. which

18

1. D
2. C
3. B
4. A

19

1. when
2. When
3. if
4. If

20

1. One million
2. Six hundred and three
3. Four hundred and twenty-eight
4. Thirteen thousand, nine hundred and seventy-four

21

1. send confirmation email
2. package shoes
3. deliver shoes
4. send satisfaction questionnaire

22

- | | | | |
|------------|-------------------------------------|-------|-------------------------------------|
| 1. Correct | <input type="checkbox"/> | Wrong | <input checked="" type="checkbox"/> |
| 2. Correct | <input type="checkbox"/> | Wrong | <input checked="" type="checkbox"/> |
| 3. Correct | <input checked="" type="checkbox"/> | Wrong | <input type="checkbox"/> |
| 4. Correct | <input type="checkbox"/> | Wrong | <input checked="" type="checkbox"/> |

23

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

24

- | | | | | | |
|---------|-------------------------------------|-------|-------------------------------------|----------|-------------------------------------|
| 1. True | <input checked="" type="checkbox"/> | False | <input type="checkbox"/> | Not said | <input type="checkbox"/> |
| 2. True | <input type="checkbox"/> | False | <input type="checkbox"/> | Not said | <input checked="" type="checkbox"/> |
| 3. True | <input type="checkbox"/> | False | <input checked="" type="checkbox"/> | Not said | <input type="checkbox"/> |
| 4. True | <input type="checkbox"/> | False | <input checked="" type="checkbox"/> | Not said | <input type="checkbox"/> |

25

- | | | | |
|------------|-------------------------------------|-------|-------------------------------------|
| 1. Correct | <input type="checkbox"/> | Wrong | <input checked="" type="checkbox"/> |
| 2. Correct | <input checked="" type="checkbox"/> | Wrong | <input type="checkbox"/> |
| 3. Correct | <input checked="" type="checkbox"/> | Wrong | <input type="checkbox"/> |
| 4. Correct | <input type="checkbox"/> | Wrong | <input checked="" type="checkbox"/> |

26

1. don't have to
2. should
3. must
4. mustn't

27

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

28

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

29

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

30

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

Auswertung**Ab 104 Punkten:**

Ausgezeichnet! Sie sind in dieser Niveaustufe absolut sicher. Wir empfehlen Ihnen den Besuch eines Kurses, der den Erwerb der CEF-Stufe B1 erstrebt, wie zum Beispiel *Basis for Business B1*. Vielleicht mochten Sie vorher den Einstufungstest für die nächste CEF-Stufe ausfüllen?

Ab 76 Punkten:

Ihre Kenntnisse auf Niveaustufe A2 des CEF sind gut. Um Ihre Kenntnisse weiter zu festigen und evtl. vorhandene Wissenslücken zu schließen, empfehlen wir Ihnen die Inhalte aus den Kursbuch *Business English for Beginners A2* zu wiederholen, bevor Sie einen Kurs auf der Niveaustufe B1 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 A2* anfängt.