

B1

BASIS FOR BUSINESS

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EINSTUFUNGSTEST

Cornelsen

Please write your answers on the answer sheet.

Bitte tragen Sie die Lösungen auf dem Antwortblatt ein.

1 Rewrite these sentences using the adverb of frequency in brackets in the correct position.

1. Helen is on time. (normally)
2. I work from home on Fridays. (always)
3. We go for a walk in the afternoon. (sometimes)
4. They don't deliver late. (usually)

2 Simple present or present continuous? Complete the sentences with the correct form of work.

1. She ... on a new project at the moment.
2. I ... as a safety engineer.
3. Santi ... in the design department.
4. I ... from home this week.

3 Find and correct the four mistakes in this text.

My name is Pete Sarglant. I work as the HR director by a digital media company. The work environment is very informal. We use first names in the office and always keep our doors open! We are currently expand, so I am spending a lot of time interviewing potential new employees. I really enjoying meeting new people and love the much new challenges.

4 Simple past or present perfect? Complete the sentences with the correct form of the verb in brackets.

1. Henry ... (visit) New York two months ago.
2. They ... (work) very hard on this project lately.
3. I ... (meet) your colleague yesterday evening.
4. We ... (not learn) anything new in the course so far.

5 Complete the text with the passive form of the verbs below.

deliver

order

pack

check

First, the shoes ... (1) online by the customer. The company receives the order and the shoes ... (2) for quality before they ... (3) into a box. Finally, they ... (4) to the customer.

6 What is the best translation for 'Tochtergesellschaft und Muttergesellschaft'?

1. subsidiary and mother company
2. daughter company and mother company
3. subsidiary and parent company
4. daughter company and parent company

7 Which of these sentences is grammatically incorrect?

1. I play chess every day so I am able to keep my brain active.
2. I play chess every day so I could keep my brain active.
3. I play chess every day so my brain keeps active.
4. I play chess every day so I can keep my brain active.

8 Read the text and decide whether the following sentences are true or false.

I graduated from university in 2003 in computer engineering. I then decided to take a one-year break to travel the world. This was very exciting, and I visited many countries and met many people. One of the best experiences was working as a volunteer in Borneo to help rebuild schools. The work was very challenging and also very rewarding, but I don't think I would do it again. In 2004, I started looking for my first job. Social media websites for job seekers were not so developed then, but luckily I managed to get a trainee position at a digital media company in London. In 2007, I was offered a permanent position and I accepted immediately. Since then I have been promoted three times and I am now the department head. With a company like this, there is such a lot of red tape if you want to implement any changes. I may move to another division next year, which will keep me on my toes!

1. He was paid for his work in Borneo.
2. There were few online services advertising jobs when he applied for his first job.
3. It is very difficult to make any changes at his company.
4. He plans to move to another company next year.

9 Complete the sentences with *for*, *since* or *ago*.

1. The documents were sent to you two days
2. She's lived in Berlin ... many years.
3. Meike has been my boss ... 2018.
4. I gave the presentation two weeks

10 Complete the email with the following words.

discuss forward reply schedule

Dear Mr Fox,
 Thank you for your quick ... (1). Your offer sounds very good, but I would like to ... (2) the details in person. Would it be possible to ... (3) a meeting next week?
 I look ... (4) to hearing from you.
 Best regards,
 Lina Thomas

11 Complete the sentences with these words.

can have to mustn't needn't

1. Visitors ... register at the reception. (necessary)
2. On casual Fridays you ... wear a suit. (not necessary)
3. You ... smoke in the factory building. (not allowed)
4. Employees ... use the internet for private reasons during their breaks. (allowed)

12 Complete the following table.

adjective	adverb
... (1)	quickly
good	... (2)
... (3)	usually
easy	... (4)

13 Complete the sentences with the *will* future.

1. I hope the company ... (have) a good year next year.
2. I'm sure Fred ... (not forget) to send the papers.
3. I'm afraid we ... (have to) postpone our meeting.
4. That's a good idea. I ... (call) you tonight.

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

Dear Marc,
 I look forward to *seeing* / *see*¹ you at the kick-off meeting next Thursday at 10 am. As you know, we are going to talk about the new project schedule. My three colleagues from the IT department will attend to *help* / *helping*² with brainstorming. We will be in Room 0.118 on the first floor. If you need any further *informations* / *information*³, please do not hesitate to call me.
 Have a good weekend.
 Kind *regard* / *regards*⁴,
 Meena

15 Put these sentences into the correct order.

- I'd like to outline the agenda for today's meeting:
- a) And finally, I will give a short summary of the main points.
 - b) First, we will have a detailed overview of the current year from Dennis in sales.
 - c) After the forecast, Nicole will talk about new innovations from the R&D department.
 - d) Then, my colleague Marco will give his financial forecast for next year.

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

1. Marion has *yet* / *already* made good progress on the report.
2. Have you booked the flight *already* / *yet*?
3. Why haven't you finished the marketing report *yet* / *already*?
4. They have *already* / *yet* visited the head office.

17 Complete the email with the following phrases.

be great quick note really appreciate suits you

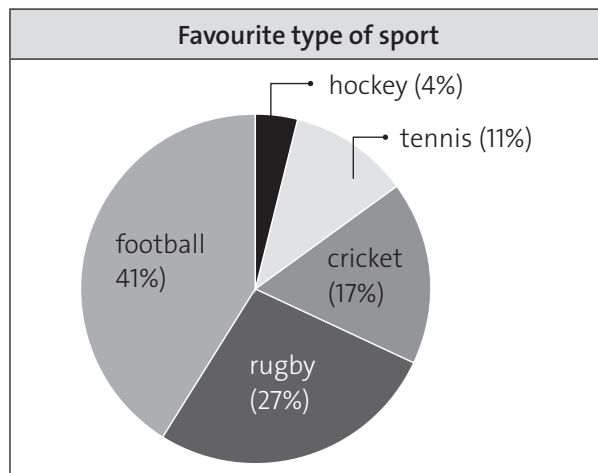
Dear Corina,
 This is a ... (1) to thank you for organizing the sales presentation last month. It was very successful and I ... (2) your help. The next seminar is planned for 20 October. It would ... (3) if you could be there again. Let me know if that ... (4).
 Have a great weekend!
 Nina

18 Match the English words with their German translation.

1. assign
2. enhance
3. achieve
4. tailor
- a) erreichen
- b) zuschneiden
- c) stärken
- d) zuweisen

19 Complete the sentences with some of the words below.

fewer	fewest	less	least
more	most		



1. ... people like rugby than tennis.
2. The ... popular sport is hockey.
3. ... people like cricket than football.
4. Football is the ... popular sport in the survey.

20 Complete the sentences below.

1. If she signs before Friday, we ... (receive) a 10% discount.
2. If Alice delays any further, we ... (not finish) the project on time.
3. If Marc ... (work) this weekend, he can take Monday off.
4. If we ... (not do) this now, we will have to pay a penalty.

21 Complete the table below with the comparatives and superlatives.

adjective	comparative	superlative
big	bigger	... (1)
easy	... (2)	easiest
important	more important	... (3)
bad	... (4)	... (5)
good	better	... (6)
far	... (7)	... (8)

22 Choose the correct option in each sentence.

1. I'd like to *say / tell / talk* you about our new software system.
2. My presentation this afternoon will take *around / across / along* 45 minutes.
3. There are three main *issues / attentions / points* I'd like to make.
4. I'd like to *write / paint / draw* your attention to the next slide.

23 Which of these questions or sentences are grammatically correct/incorrect?

1. Could I have some information about the new online purchasing system?
2. I can't find Klaus anywhere. Have you seen him today?
3. I think there is anyone sitting here.
4. I don't have some time to help you today. I'm very sorry.

24 Complete these sentences with the present perfect form of the verb in brackets.

1. I ... (work) at this company for many years.
2. Felice ... already ... (finish) the report.
3. We ... (increase) our market share this year.
4. My daughter ... (be) to New York before.

25 Complete the sentences with the correct noun forms of the verbs below.

complain complete prepare respond

1. I would like to make a ... about the delay in delivery.
2. Are the ... for the CEO's arrival finished?
3. I haven't written a ... to her email because I don't know all the facts.
4. We need to bring the project to ... by the end of September.

26 Put the following words in the correct order. The first and last words are always correct.

1. When arrived / station / we / at /
the / the / had / train / already left.
2. I had / that / was / I / sure /
received / it / checked / I / but again.
3. He play / hadn't / got / theatre /
late / but / to / the / the started.
4. She before / she / her / seen /
but / thought / she'd / was wrong.

27 Complete the text with suitable linking words.

Although As a result For example However

My user experience

... (1) I have never bought a used bicycle online, I was interested in how it worked. After all, it's not like getting a book delivered! First, I had to register, which was a simple process. I found the homepage very easy to navigate and the photographs and descriptions very detailed. ... (2), a mountain bike I was interested in had a full page describing the dimensions and service history. I really was very impressed. ... (3), when I decided to buy the bike and tried to go to the payment page, the system kept sending me back to the registration page. This was extremely frustrating, and after a few tries I gave up. ... (4), I was unable to buy the bike.

28 Choose the correct option in each sentence.

1. They *have cooked* / *have been cooking* since early this morning, it's a lot of effort for eight guests!
2. I'm so tired! I *have driven* / *have been driving* all night, and Hamburg is still another 150 km away.
3. *I've written* / *I've been writing* 180 pages and I still haven't finished my book.
4. How many books *have you published* / *have you been publishing*?

29 Complete the sentences by combining 'get' and the words below. Make sure you use the correct tense of the verbs.

cold down lost together

1. I hope she arrives soon, her food
2. Last time I was here I ..., but today was no problem.
3. We haven't got much time, so let's ... to business immediately.
4. It's always nice for the staff to have a ... on a Friday afternoon.

30 Choose the correct option.

1. *make / do* a complaint
2. *make / do* a mistake
3. *make / do* a good job
4. *make / do* business

31 Choose the correct option in each sentence.

1. I've applied for a job in Berlin. If I get it, I *will have to* / *would have to* move in May.
2. We would deliver immediately if you *increase* / *increased* your order.
3. If we move to the city centre, we *would have* / *will have* better opportunities.
4. It *would be* / *were* much better if she changed departments.

32 Complete the following sentences with the correct preposition. Use each preposition only once. There are two more than you need.

about at in of on out

1. We need to specialize ... our core products.
2. The train was not ... time because of the strike.
3. We're facing a few problems ... the moment.
4. The customer complained ... the slow service.

33 Which is the best possible answer from the three choices in *italics*?

1. The annual *budget / deadline / proposal* for the sales department will increase this year.
2. We should put together a *described / detailed / determined* analysis for the marketing team.
3. It would be great if we *introduced / gave / installed* a rule that allows dogs in the office.
4. We will *pass / fall / miss* the deadline if we don't work over the weekend.

34 Complete the sentences with the phrasal verbs below. Make sure you use the correct tense.

call off

come up

kick off

set up

Okay everyone, let's get organized. Joe, could you please ... (1) the projector so we can check the slides? Marc, could you make sure there is enough coffee available for the guests? We want the meeting to ... (2) punctually at 11.00. The bad news is that Jana Ehler won't be able to attend as a problem ... (3) with the Berlin project last night. I know she is a key person, but I am sure we can manage. I didn't want to ... (4) the presentation at such short notice.

35 Put the following sentences into the passive.

1. *They produce air conditioning systems here.*
Air conditioning systems ... here.
2. *We will complete the course by the end of October.*
The course ... by the end of October.
3. *The trainer corrected the mistakes last week.*
The mistakes ... by the trainer last week.
4. *People read fewer books these days.*
Fewer books ... these days.

36 Which word does not fit?

1. a) goal b) objective c) target d) support
2. a) help b) wait c) support d) assist
3. a) develop b) provide c) give d) supply
4. a) encounter b) run into c) request d) meet

Answer sheet
 Antwortblatt

Name:

Datum:

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

_____/ 2 points

7

_____/ 2 points

81. true ☐ false ☐2. true ☐ false ☐3. true ☐ false ☐4. true ☐ false ☐

_____/ 4 points

9

1. _____

2. _____

3. _____

4. _____

_____/ 4 points

10

1. _____

2. _____

3. _____

4. _____

_____/ 4 points

11

1. _____

2. _____

3. _____

4. _____

_____/ 4 points

12

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

_____/ 4 points

13

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14

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15

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16

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17

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18

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_____/ 4 points

19

1. _____
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3. _____
4. _____

_____/ 4 points

20

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

_____/ 4 points

21

1. _____
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3. _____
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5. _____
6. _____
7. _____
8. _____

_____/ 8 points

22

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

_____/ 4 points

23

- | | | | |
|------------|--------------------------|-----------|--------------------------|
| 1. correct | <input type="checkbox"/> | incorrect | <input type="checkbox"/> |
| 2. correct | <input type="checkbox"/> | incorrect | <input type="checkbox"/> |
| 3. correct | <input type="checkbox"/> | incorrect | <input type="checkbox"/> |
| 4. correct | <input type="checkbox"/> | incorrect | <input type="checkbox"/> |

_____/ 4 points

24

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

_____/ 4 points

25

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

_____/ 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

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_____/ 4 points

31

1. _____
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_____/ 4 points

32

1. _____
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_____/ 4 points

33

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_____/ 4 points

34

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

35

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

_____/ 4 points

36

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

_____/ 4 points

Total number of points: ____/ 144 points

Gesamtpunktezahl:

Answer key

Lösungsblatt

1

1. Helen is normally on time.
2. I always work from home on Fridays.
3. We sometimes go for a walk in the afternoon.
4. They usually don't deliver late.

2

1. 's/is working
2. work
3. works
4. 'm/am working

3

1. I work as the HR director at a digital media company.
2. We are currently expanding, ...
3. I really enjoy meeting ...
4. ... and love the many new challenges.

4

1. visited
2. have worked
3. met
4. haven't learned/learnt

5

1. are ordered
2. are checked
3. are packed
4. are delivered

6

3. subsidiary and parent company

7

2. I play chess every day so I could keep my brain active.

8

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

9

1. ago
2. for
3. since
4. ago

10

1. reply
2. discuss
3. schedule
4. forward

11

1. have to
2. needn't
3. mustn't
4. can

12

1. quick
2. well
3. usual
4. easily

13

1. will have
2. won't / will not forget
3. 'll / will have to
4. will call

14

1. seeing
2. help
3. information
4. regards

15

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

16

1. already
2. yet
3. yet
4. already

17

1. quick note
2. really appreciate
3. be great
4. suits you

18

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

19

1. More
2. least
3. Fewer
4. most

20

1. will receive
2. won't / will not finish
3. works
4. don't / do not do

21

1. biggest
2. easier
3. most important
4. worse
5. worst
6. best
7. farther/further
8. farthest/furthest

22

1. tell
2. around
3. points
4. draw

23

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

24

1. have worked / have been working
2. has (already) finished
3. have increased
4. has been

25

1. complaint
2. preparations
3. response
4. completion

26

1. When we arrived at the station, the train had already left.
2. I was sure that I had received it, but I checked again.
3. He got to the theatre late but the play hadn't started.
4. She thought she'd seen her before but she was wrong.

27

1. Although
2. For example
3. However
4. As a result

28

1. have been cooking
2. have been driving
3. I've written
4. have you published

29

1. is getting cold
2. got lost
3. get down
4. get-together

30

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

31

1. will have to
2. increased
3. would have
4. would be

32

1. in
2. on
3. at
4. about

33

1. budget
2. detailed
3. introduced
4. miss

34

1. set up
2. kick off
3. came up
4. call off

35

1. Air conditioning systems are produced here.
2. The course will be completed by the end of October.
3. The mistakes were corrected by the trainer last week.
4. Fewer books are read these days.

36

1. support
2. wait
3. develop
4. request

Auswertung**Ab 122 Punkten:**

Ausgezeichnet! Sie sind in dieser Niveaustufe absolut sicher. Wir empfehlen Ihnen den Besuch eines Kurses, der mit Basis for Business B2 anfängt. Vielleicht möchten Sie vorher den Einstufungstest für die nächste CEF-Stufe ausfüllen?

Ab 100 Punkten:

Ihre Kenntnisse auf Niveaustufe B1 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 B1 zu wiederholen, bevor Sie einen Kurs auf der Niveaustufe B2 beginnen.

Unter 100 Punkten:

In dieser Niveaustufe sind Sie noch unsicher. Wir empfehlen den Besuch eines Kurses, der mit dem Kursbuch Basis for Business B1 anfängt.