

DIAGNOSTIC TEST

Read the following sentences very carefully. In each sentence a word is missing. Write the missing word in the gaps.

Grammar

1. The company opened its sales office in 2003 so it has in business for many years.
2. Where the company's headquarter situated?
3. The manager is still on the new project. He wants to finish it by tomorrow.
4. The director is for Rome on Monday so he will be away for the meeting.
5. you like to visit the plant?
6. I am sorry to inform you, but the new assistant did not go to the courses on advertising; he should have as he still know how to create a slogan.
7. My father has been for this company for at least twenty years.
8. The director admitted that he had given a speech in such a large hall.
9. The company was advised to accept the bankruptcy as the best solution for all the economic problems and that was because the sales not improve since last September.
10. I am afraid you smoke in the building.
11. It was not easy for our firm to deliver all the goods before March as they us.
12. His parents have no idea of what their son been doing for the last few months.

13. you really want to resign next month?
14. Next month the new director return from his holiday.
15. If someone loses his job what he do for finding another one soon?
16. The director does not trust us, he simply does not think that we finish the project on time.
17. How does it take to fill in all those forms?
18. does the assistant report to if not his line manager?
19. His brother is asking is the department Tom works in?
20. you accept all the orders that came yesterday?
21. The British company is not in buying any of those products as being too expensive.
22. the director's brother has joined the company there have been a lot of changes.
23. The engineer asked fault was for missing all the data from his computer.
24. Of the two options, I do not know I prefer but maybe the second one is the best for the company's economic situation.
25. the economic has improved, there are still some problems but the company will sort them out in no time.

Vocabulary

- a. The are people who buy shares in a company.
- b. A company that is owned by another one is called a
- c. A CV and a letter of is required when applying for a job.
- d. There are several companies specialised in recruitment, known as
- e. People who apply for a job are
- f. We refer to shops and stores as retail
- g. Those large retailers situated in out-of-town locations are referred to as

- h. In a company, managers responsibilities to people working in their department.
- i. According to the position a staff member holds in the, the amount of responsibility is established.
- j. The tax imposed on imported goods is called a
- k. A represents a shipping document which proves the ownership of the goods.
- l. In US the private companies holds the abbreviation
- m. When two companies come together and form another one is known as a
- n. The process of buying goods on the Internet is called
- o. The territory represented by a company's offices and buildings form the

PART I

BUSINESS GRAMMAR AND READING

UNIT 1

JOBS

Objectives

1. to introduce yourself to other business people
2. to get acquainted with other persons
3. to make new business contacts
4. to exchange information about jobs and responsibilities
5. to discuss different methods used to recruit people

Grammar

1. Auxiliary Verbs: be, have, do
2. Personal Pronouns
3. Genitive Case
4. Possessive Pronoun and Adjective
5. Cardinal Numeral
6. Indefinite Article: A/An

Reading 1

The First Time They Meet

Vocabulary in context

1. Your job
2. Your payment
3. Job descriptions