

What is your level of English?

Section I

Please choose the most appropriate answer for each sentence.

Q1 While it may seem that Tom makes all the important decisions, the person actually ___ the shots is the branch manager.

- A handling B calling C controlling D directing

Q2 The product launch generated about 30,000 dollars in ___ this month.

- A revenue B stream C sells D liabilities

Q3 The client and I agreed to touch ___ again next week by phone to confirm any changes to our services.

- A contact B knowledge C base D information

Q4 The ___ of Samsung is located in Korea.

- A stronghold B headquarters C central D strong branch

Q5 We are looking ___ to doing business with you.

- A hopeful B gladly C on D forward

Q6 Regarding the meeting next week, I will have to ___ my schedule to make sure I have enough time.

- A check B observe C delete D block

Q7 Before releasing the product, we came up with a ___ figure for how many units to produce.

- A underestimated
B ballpark
C expectant
D diamond

Q8 The alarm ___ off because someone tried to steal merchandise from the shelves.

- A sounded B tripped C went D rang

Q9 There was a sophisticated ___ in place for appropriate market research before the development of new products actually take place.

- A dialogue B conversation C system D action

Q10 Chances ___ that we will close the deal next week.

- A be B are C stay D seem

Q11 We have to fill in the lack of ___ regarding the clients' needs.

- A output
- B impact
- C responsibility
- D information

Q12 The stakeholders demanded that the procedures ___ updated to reflect the current situation.

- A is
- B are
- C be
- D were

Q13 The company recommends not working on days ___ to increase productivity.

- A away
- B free
- C out
- D off

Q14 In certain cultures, managers usually accept ___ for the mistakes of their staff.

- A responsibility
- B risk
- C impact
- D consequences

Q15 The company has been making steady ___ with the development of the new product.

- A effort
- B progress
- C improvement
- D change

Q16 The data strongly ___ that customers are unhappy about certain aspects of the service.

- A believes
- B infers
- C suggests
- D states

Q17 He ___ himself in an embarrassing position during the presentation due to his lack of preparation.

- A went
- B watched
- C discovered
- D found

Q18 Perhaps a meeting is in ___ to keep everyone updated on the current situation.

- A place
- B progress
- C pipeline
- D order

Q19 Please contact us in a week or so to confirm that the changes have been ___.

- A applied
- B set
- C impacted
- D mended

Q20 The new director hopes everyone from the office can ___ in when talking about new ideas and services.

- A throw
- B pitch
- C set
- D contribute

Section II

Choose the letter corresponding to the word in a sentence that is grammatically incorrect.

Q1 Letâ€™s meet with the clients tomorrow to discussing the progress of the project.

- A meet B with C discussing D of

Q2 Business situations in Asia can be tricky because there is difficult to be less formal.

- A situations B there C be D formal

Q3 Jack objects on the decision made by upper management.

- A on B made C by D management

Q4 She said that she doesnâ€™t care to the extra services.

- A said B doesn't C to D the

Q5 The new employee which works here is from France.

- A employee B which C is D from

Q6 The CEO of PythonCo is married with a doctor.

- A is B married C with D a

Q7 We must to evaluate the situation correctly.

- A to B evaluate C the D correctly

Q8 He spoke so quickly that I could not taking notes properly.

- A spoke B quickly C taking D notes

Q9 I look forward to work with your colleagues.

- A forward B to C work D your

Q10 Every trainers likes the new procedures.

- A Every B trainers C the D procedures

Q11 When I will arrive, Iâ€™ll send a message.

- A When B send C a D will

Q12 Our PWA project is expected to be completed on May.

- A is B expected C be D on

Q13 He has difficult to work with and thus was fired.

- A has B with C thus D was

Q14 I have completed all the requirements last weekend.

- A have B all the C requirements D last weekend

Q15 An understanding of social customs is extremely vital when consider what offers to make to the client.

- A understanding B customs C consider D make

Q16 Please send my regards for Mr. Rodriguez. We used to work very closely together.

- A send B for C used D closely

Q17 As a matter of fact, Nancy seemed extremely unhappy for the choices presented to her.

- A as B of C for D to

Q18 Technical vocabularies is required to be successful in a particular field or domain.

- A vocabularies B required C particular D domain

Q19 It is important to be able to work in the variety of ways to be as productive as possible.

- A important B work C the D ways

Q20 Make sure the visuals you use for the conference are organized on a memorable fashion. Clients will be more likely to buy.

- A for B on C fashion D buy

Q21 It is time to leaving behind the older notions of success to improve the work atmosphere.

- A to B leaving C behind D older

Q22 Only through increase exposure to actual situations will we be able to raise the traineesâ€™ awareness of the practical problems that staff face on the job.

- A increase B raise C face D on

Section III

Questions refer to the following notice

Q1 What is the notice about?

There are some regulations regarding smartphone use in order to maintain a good work environment. Compliance with these regulations will keep smartphones from being banned in the workplace.

Recently, there have been many complaints about conversations being held at work, thereby creating a distracting environment. While smartphone use is allowed, please take any phone calls to the lounge, as opposed to having them at your desk. In addition, mind your surroundings by keeping your voice low. Most importantly, make sure all interactions are business related.

Refrain from using social media, games, and other applications of entertainment during work hours. These type of activities are allowed during your break time.

Thank you for your cooperation.

- A The Ban on Smartphones at the Workplace
- B Entertainment During Break Time
- C Distracting Gossip in the Lounge
- D Cellphone Use in the Workplace

Q2 When can employees use social media?

Refers to the text from Q1 in this section

- A At their desk.
- B During work hours.
- C During break time.
- D Never.

Q3 What were there complaints about?

Refers to the text from Q1 in this section

- A Distractions caused by social media.
- B Loud music.
- C Smartphone conversations.
- D Business-related messages.

Q4 Where should people go to have smartphone conversations?

Refers to the text from Q1 in this section

- A The surrounding area.
- B Business-related areas.
- C Their desks.
- D The lounge.

Q5 What is the problem that is described in the memo?

To the Sales Department:

Recently, there have been concerns with the handling of client personal information. In order to ensure that privacy is protected, we have laid down some guidelines for you to follow, specifically concerning data storage.

The use of personal USB devices is strictly prohibited. Please use company servers to save and organize data. Most importantly, please do not transfer client data to personal devices, cloud storage, or external email. All handling of client data should be completely internal and done during work hours.

If you are unsure of how to handle data in a particular situation, please speak to your line manager.

- A The personal contact between staff and clients.
- B The functioning of devices.
- C The treatment of customer information.
- D The communication with line managers.

Q6 Which one of the following statements is false?

Refers to the text from Q5 in this section

- A There are worries about customer information.
- B Rules on handling personal information have been produced.
- C Saving files onto external devices is recommended in certain situations.
- D Saving files onto cloud storage is not allowed.

Q7 Which of the following is not allowed?

- A Organizing data on company servers.
- B Using cloud storage for personal projects.
- C Handling customer data outside of one's shift.
- D Consulting colleagues about guidelines.

Q8 What should sales staff do in situations where they are unsure?

Refers to the text from Q5 in this section

- A They should consult with a colleague.
- B They should send an email to the client.
- C They should save the data onto an external hard drive.
- D They should consult with their line manager.