

**UNIVERSITY OF MONTENEGRO
INSTITUTE FOR FOREIGN LANGUAGES**

**BUSINESS ENGLISH LANGUAGE TEST - LEVEL V
(I coll. - mock test)**

(Name)	(Faculty)
(Index No.)	(Teacher)

I Read the text and do the exercise given below it

IMF's Recruitment Policies

The IMF's Articles of Agreement mandate that "In appointing the staff the Managing Director shall, subject to the paramount importance of securing the highest standards of efficiency and of technical competence, pay due regard to the importance of recruiting personnel on as wide a geographical basis as possible." (Article XII, 4(d))

Staff members are selected solely on merit. Where equally qualified applicants are competing for the same position, preference is given to candidates from under represented countries or regions and every effort is made to achieve a more balanced gender distribution (e.g., more women in the economist stream, more men in support-level positions).

The IMF's salary scale is designed to attract staff of the highest caliber. Starting salaries are based on candidates' training, skills, and work experience, as well as on a comparison of their credentials with those of present staff members.

To fulfill its responsibilities effectively, the IMF draws on the experience and continuity that a largely career staff provides. Since the IMF expects that most of its staff will remain with the organization for many years, it is conscious of the need to provide the compensation, training, and opportunities for growth that will reward its staff.

Are these statements true, false or is there no evidence in the text?

1. One of the recruitment policies is achieving a more balanced gender distribution.
2. Preferences are always given to candidates from under represented regions.
3. Work experience is not important for determining salary.
4. IMF knows that its staff will leave the company after only a couple of months.
5. IMF organizes training for its staff.
6. IMF wants to attract the best possible staff and therefore offers big salaries.

	12
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II Complete the text with either present perfect of past simple tense of the verbs in brackets.

In 1994, the then Norwegian Telecom _____ (establish) as a public corporation. In December 2000, the company _____ (partly privatize) and listed on the stock exchange. Since then Telenor _____ (successfully defend) its strong position in the Norwegian market. Telenor's strong international expansion in recent years _____ (be based) on leading-edge expertise, acquired in the Norwegian and Nordic markets, which are among the most highly developed technology markets in the world. Telenor is a pioneer in mobile communications. Manual mobile telephony services _____ (introduce) in Norway in 1966.

10

III Translate the following sentences.

1. A company's most senior managers usually work in its headquarters.
2. "Modco" has contracted out some jobs previously done by the company: cleaning the offices, transporting good etc.
3. We do not ask for handwritten letters of application, because we think that handwriting analysis belongs to the 19th century.
4. As a result of the company's heavy investment in research and technology, the company has developed many new products.

20

IV Fill in the text with the appropriate words

form interviewee covering letter	Curriculum Vitae recruitment headhunters	agencies advertised recruited
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The process of finding people for particular job is called _____. A company may recruit employees directly or use outside recruiters called employment _____.

When a person sees a vacant position _____ in newspapers he/she applies for the job by completing an application _____ and sending it in. He/she encloses his/her _____ (the 'story' of his/her working life) and a _____ explaining why he/she wants the job and why he/she is the right person for it.

12

V Match the words with their corresponding definitions

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|--|---|
| <ol style="list-style-type: none"> 1. headquarters 2. Graduates 3. patent 4. diversification 5. cover letter 6. decrease 7. Fringe benefits 8. skill | <ol style="list-style-type: none"> a) an ability to do something well, especially because you have learned and practiced it b) making different types of products c) an additional service given with a job d) to go down to a lower level, or to make something do this e) a letter that you send with documents or a package explaining what it is or giving additional information f) main offices g) the right to make or sell an invention h) people who have just left university |
|--|---|

16

Total:

70

