

**BUSINESS ENGLISH TEST – LEVEL V  
(I COLL. – MOCK TEST II)**

**I Read the text and do the exercise given below it.**

If you or someone you know is interested in applying for a position with Sun Computers, or if you are a current Sun Computers' employee seeking a transfer or promotional opportunities, below are some information you need to know. Applications for all positions are made by submission of a cover letter and comprehensive resume that provides detailed information related to an applicant's work and educational experience. An online application may be submitted through the Web site or an application may also be made by completing the Sun Computers' Personal Qualifications Statement Form.

Skills tests which are required for certain positions shall be given to all applicants. Any application which indicates that the applicant does not possess one or more of the requirements essential for the position that is advertised may be rejected. Applications may also be rejected if the applicant is known to be a current user of illegal drugs; has a record of conviction of crime related to the responsibilities of the position or that might directly impact on the position for which the applicant has applied; has made false statements of any material fact in his/her application or resume; or has a past employment record which is unsatisfactory as determined by the Director, Sun Computers.

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

1. Applications for all positions must be submitted online.
2. Completing the Sun Computers' Personal Qualifications Statement Form is necessary when applying.
3. Current Sun Computers' employees will be given preference in the hiring process.
4. All candidates shall be put through skills tests.
5. An application may be rejected if the applicant has made false statements in his/her CV.
6. An application may be rejected if the applicant has a record of conviction of crime.

**II Complete the text with the correct form of the verbs in brackets.**

France Telecom \_\_\_\_\_ (report) a sharp fall in its profit this year due to restructuring costs and price cuts. The company also \_\_\_\_\_ (have) to reduce the value of its British, Polish and Dutch businesses by 2.8 billion euros last year.

France Telecom \_\_\_\_\_ (become) Europe's third largest phone company with annual turnover of 51.7 billion euros, just behind Spain's Telefonica (Deutsche Telekom remained number one). Chief Financial Officer Gervais Pellissier said the company \_\_\_\_\_ (want) to seek acquisitions to boost its operations in African, Middle Eastern and Asian emerging markets.

France Telecom \_\_\_\_\_ (serve) 182 million customers, more than two-thirds of whom are under the Orange brand. Additionally, France Telecom hopes to be able to focus on fast-growing business in Africa and the Middle East market. According to our sources, France Telecom \_\_\_\_\_ (currently, work) with Hong Kong and Hutchison Whampoa Limited to sell its Austrian mobile operator Orange Austria talks.

### **III Translate the following sentences.**

1. In your covering letter you must show that you can contribute to the job by highlighting your most relevant skills and experience.
2. Many retailers have extended opening hours and some are now even doing business on Sundays.
3. Because of high profits last year, the company has announced a salary rise for all its employees.
4. Tom (my husband) had to do nine months' training before we could even be considered for a franchise.

### **IV Fill in the text with the appropriate words.**

*good            hear            advertised            enclosed            pressure            free*  
*hesitate            apply            given            apply            abilities            forget*  
*pleased            employed            fluently            experience            familiar            hearing*

Dear Mr Saleh,

I am writing to \_\_\_\_\_ for the position of Editorial Assistant which was \_\_\_\_\_ in the latest edition of Gulf News.

I am currently \_\_\_\_\_ by a Market Research company as a research assistant, but am keen to pursue a career in publishing, because I enjoy reading and I write my own poetry. As you will notice on my \_\_\_\_\_ CV, I graduated in European Literature. At University I gained considerable \_\_\_\_\_ working on the student magazine, so I am \_\_\_\_\_ with editing techniques. I work well under \_\_\_\_\_ and enjoy working in a team. In addition, I speak English \_\_\_\_\_.

I would be \_\_\_\_\_ for interview from next week. Meanwhile, please do not \_\_\_\_\_ to contact me if you require further information.

I look forward to \_\_\_\_\_ from you.

Yours sincerely,  
Margaret Roan

### **V Match the words with their corresponding definitions.**

- |                |                   |                   |            |
|----------------|-------------------|-------------------|------------|
| 1. board       | 2. margin         | 3. range          | 4. stack   |
| 5. acquisition | 6. fringe benefit | 7. accomplishment | 8. royalty |

- a) the difference between the cost of buying or producing sth
- b) to arrange things so that they are placed one on top of another
- c) a group of people who have power to make decisions and control a company or other organization
- d) a variety of things of a particular type
- e) extra things that an employer gives you as well as your wages
- f) to management service fee
- g) an impressive thing that is done or achieved after a lot of work
- h) a company, piece of land, etc. bought by sb, especially another company; the act of buying it