

Diagnostic Test English

Dear students

The test below consists of two parts: a **grammar quiz** and a **business vocabulary quiz**. Take 40 minutes to test yourself and find out about your English skills. Give yourself **1 point per correct answer**. You should have at least **50 of 100 points in total** to choose English as your selective at our school.

Good luck and see you in class 😊

Part I The Grammar Quiz

1. Use the following words to form sentences. /3

1. a really cool place/ New York/ sounds like
 2. my English skills/ to improve/ I/ want
 3. I/ something for your parents/ to bring/ would like
-

2. Form the plural of these words and write them below. /10

1. country	2. woman	3. people	4. nationality
5. housewife	6. tooth	7. husband	8. potato

Now choose the correct form.

9. The police **is/ are** right in front of the building.
10. All the information you need **is/ are** on the Website.

3. Choose the correct pronouns from the box below to complete the sentences. /4

she	we	them	we	her	it	us	she
us	they	he	him	you	I	you	he

1. Mr. Fisher phoned. Please phone 1) _____ back this afternoon. 2) _____ says it is important.
2. Call from Mrs Buckley. 3) _____ is arriving at 5.35 pm in Berlin. Can you pick 4) _____ up?

4. Tick the correct option – make or do – to complete these sentences. /5

	make	do	phrase
1.			...a coffee in the morning
2.			...something for a colleague
3.			...a good job
4.			...a mistake
5.			...somebody happy

5. Decide whether you should use the s-genitive or of-genitive. /4

I was surprised by **1) the size of the company/ the company's size**. I found **2) the presentation of Mr Williams/ Mr Williams' presentation** very informative. At **3) the end of the tour/ the tour's end**, we had a chance to ask some questions. **4) The stepbrother of Mr Williams/ Mr Williams' stepbrother**, Mr Howard, founded the company in 1981.

6. Decide whether you need it's or its in the sentences below. /6

This is our new conference room. **1) It's/ Its** only been open for two months. **2) It's/ Its** equipped with the latest video conferencing technology. This is our latest product. **3) It's/ Its** very popular because of **4) it's/ its** multiple features. I think **5) it's/ its** design is beautiful. **6) It's/ Its** very elegant.

7. Complete the dialogue by choosing the correct option. /6

- a) *Excuse me, do you have **1) some/any** laptop bags here? - Yes, we have **2) some/ any**, but not very **3) many/much**.
- b) *How **4) many/ much** is this one? – That one is 40 euros.
- c) *Do you have **5) something/ anything** cheaper? – I did, but **6) somebody/ anybody** bought it a couple of hours ago.

8. Complete the dialogue using simple present or the present progressive. /6

Mr Bryant: "Mr Jones, I **1) come/ am coming** here at least one a week and you always **2) tell/ are telling** me that everything is on schedule. And now you **3) tell/ are telling** me that there is a delay. "

Mr Jones: " Yes, I'm afraid so. The workers **4) complain/ are complaining** at the moment. They say that they aren't paid enough."

Mr Bryant: "This is not my problem, Mr Jones. **5) Do you know/ Are you knowing** how much money is tied up in this building?"

Mr Jones: "**6) You mention/ You are mentioning** it every time you visit."

9. Complete the sentences using simple past or present perfect. /7

- 1. Sales *fell/ have fallen* this year, but we hope they will recover before December.
- 2. You *were/ have been* late three times this month, and it's only the 15th.
- 3. The company *got/has got* into financial trouble last year.
- 4. I didn't see/ haven't seen Harry today, but I may see him this afternoon.

Decide whether you need since or for.

"I've been working together with your company **5) since/ for** many years now, but I'm worried about the lack of progress. There has been very little activity **6) since/ for** a few days and absolutely no construction work **7) since/ for** the beginning of last week. Should I be worried?"

10. Will or going-to future? /4

- 1. I *will/am going to* call you back. I am driving at the moment.
- 2. I'm stuck in traffic. I'm *going to/will* be late.
- 3. I think this *will/ is going to* be a good year for our company.
- 4. Look at the sky. *It will/ is going to* rain soon.

11. Adjective or adverb? /5

Julia is a **1) careful/ carefully** driver. She drives **2) careful/ carefully**.

He's a **3) good/ well** student. He learns very **4) quick/ quickly**.

My PC has a **5) high/ highly** speed processor.

12. Comparison of adjectives and adverbs: complete the table below.

/6

1. quickly		most quickly
2. bad	worse	
3.	better	best
4. nice	nicer	
5. comfortable		most comfortable
6. far	further	

13. Complete the sentences with the correct relative clause: which, who, whose or that.

/4

- The secretary, _____ is writing an email, wants to inform everybody about the meeting.
- The company _____ is looking for a new intern has a very young workforce.
- The conference room, _____ is on the fourth floor, is closed for refurbishments.
- My friend, _____ father lives in Italy, is studying Math.

Part II The Business Quiz – communication, words and meaning

14. Telephoning – What do you say on the phone? Choose the correct version.

/5

- This is Michael Miller speaking/ Here is Michael Miller.*
- I'm afraid she is not *at her desk/ at her seat* at the moment.
- I am sorry. The line is *occupied/ engaged*.
- Sorry, it's a bad line. Could you *speak up/ loud*, please?
- I think someone is *listening in/ spying*.

15. Getting to know you and being polite

/5

When people meet for the first time, they tend to use standard phrases. Choose the best response (a-e) to each of the common meeting phrases on the left (1-5).

1. How do you do?	a. Fine, thanks. And you?
2. What do you do?	b. Oh, let me introduce myself. I'm Harry Junkers.
3. How are you?	c. How do you do?
4. Nice to meet you.	d. I work in sales.
5. I don't believe I've had the pleasure.	e. You too.

16. Small Talk

/5

When making small talk most people prefer to discuss certain "safe" topics. Choose the best word to complete each question.

- How was your last business *trip/ journey/ voyage*, then?
- How cold does it *get/ become/ be* here in winter?
- What *exacting/ exactly/ exact* do you do?
- Have you ever stayed here *before/ beforehand/ for*?
- It's a spot/ bit/ drop chilly, isn't it?

17. Teambuilding

/11

Read the article on team building. Below the text you can find statements where you have to choose the correct word to fill the gap.

Teambuilding through activities

Nowadays, company bosses are increasingly trying to find unusual team-building events as part of their training programme. An activity park **1. calling/ calls/ called** Fast-track has just opened to offer **2. such/ like/ so** events. It specialises **3. at/ for/ in** events to attract the common entertainment market, **4. who/ which/ what** is growing all the time.

The park is situated just a few kilometres outside the city centre **5. and/ but/ or** it offers events that **6. ought/ will/ shall** entertain as well as train.

Clients can try outdoor attractions such as sailing or climbing, **7. because/ although/ since** availability clearly depends entirely **8. on/ of/ with** the weather. Activities of **9. a/ these/ this** kind are perfect team-building exercises.

'I'd **10. still/ ever/ never** been to an activity park before,' explained James Black, a company manager. 'Before we came, I didn't think we **11. must/ would/ might** enjoy ourselves so much and I didn't expect the huge difference that Fastrack's programme has had to my team. Now we work better together than we did before.'

18. Telephone message

/1

Which answer is correct?

Telephone message

Claudia Lang caught 9.30 flight – due here 11.30 now, not 12.30.

When does Claudia Lang expect to arrive?

- a. 9.30
- b. 11.30
- c. 12.30

19. Arrivals

/1

Which answer is correct?

The airport express departs from Platform 3 every 20 minutes during the day (every 30 minutes at night)

- a. The train service to the airport runs 24 hours a day.
- b. Airport trains leave Platform 3 at 20 minutes past the hour.
- c. The airport express takes half an hour at night.

20. Correspondence

/1

What does the following phrase mean?

I would be grateful if you would give this letter your urgent attention.

- a. Please deal with this letter as soon as possible.
- b. Thank you for answering my letter so quickly.
- c. I would like you to bring this letter with you.

I have ____ of 100 points. If you have more than 50 points, see you in class. 😊

Lösungen

1. 1. New York sounds like a really cool place – 2. I want to improve my English skills – 3. I would like to bring something for your parents.
2. 1. countries – 2. women – 3. people – 4. nationalities – 5. housewives – 6. teeth – 7. husbands – 8. potatoes – 9. are – 10. is
3. 1. him – 2. He – 3. She – 4. her –
4. 1. make – 2. do – 3. do – 4. make – 5. make
5. 1. size of the company – 2. Mr Williams' presentation – 3. end of the tour – 4. Mr Williams' stepbrother
6. 1. It's – 2. It's – 3. It's, its – 4. its, It's – 5. It's – 6. It's
7. 1. any – 2. some – 3. many – 4. much – 5. anything – 6. somebody
8. 1. come – 2. tell – 3. are telling – 4. are complaining – 5. Do you know – 6. mention
9. 1. have fallen – 2. have been – 3. got – 4. haven't seen – 5. for – 6. for – 7. since
10. 1. will – 2. am going to – 3. will – 4. is going to
11. 1. careful – 2. carefully – 3. good – 4. quickly – 5. high
12. 1. more quickly – 2. worst – 3. good – 4. nicest – 5. more comfortable – 6. furthest
13. 1. who/that – 2. which/ that – 3. which/that – 4. whose

14. 1. This is... - 2. at her desk – 3. engaged – 4. speak up – 5. listening in
15. 1. c – 2. d – 3. a – 4. e – 5. b
16. 1. trip – 2. get – 3. exactly – 4. before
17. 1. called – 2. such – 3. in – 4. which – 5. and – 6. will – 7. although – 8. on – 9. this – 10. never – 11. would
18. b
19. a
20. a

Quellen:

Englische Grammatik und Übungsheft: Intensivtraining für Schule und Beruf (2010), Klett Verlag

Grammar no problem: Eine Englischgrammatik mit Übungen und Tests (2015), Cornelsen Verlag

How polite are you, Business Spotlight (01/2003)

How good are your phone skills, Business Spotlight (03/2005)

The Talk of the Town, Business Spotlight (01/2006)

<https://www.cambridgeenglish.org/exams-and-tests/business-preliminary/exam-format/>, Zugriff am 12.05.2020 um 9 Uhr