

Федеральное государственное образовательное

бюджетное учреждение высшего образования

**«ФИНАНСОВЫЙ УНИВЕРСИТЕТ**

**ПРИ ПРАВИТЕЛЬСТВЕ РОССИЙСКОЙ ФЕДЕРАЦИИ»**

**ИНСТИТУТ ЗАОЧНОГО И ОТКРЫТОГО ОБРАЗОВАНИЯ**

**ДЕЛОВОЙ ИНОСТРАННЫЙ ЯЗЫК**

**(АНГЛИЙСКИЙ)**

Сборник лексических тестов

для студентов II курса всех направлений

**Кафедра «Иностранные языки – 3»**

Москва 2015

Федеральное государственное образовательное  
бюджетное учреждение высшего образования  
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Одобрено кафедрой «Иностранные языки - 3»  
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## 4. Подбор определений к различным типам менеджеров

### Тест 4а

Подберите к каждому из типов менеджеров (1 – 10) соответствующее определение (а – j):

1. bank manager	a. a manager who is in charge of making materials or goods
2. business manager	b. a manager in a company who is responsible for the development and marketing of a particular product
3. product manager	c. someone in charge of a branch of a bank
4. production manager	d. a manager who has a wide range of management skills, rather than one special skill
5. general manager	e. a manager whose job is to develop new products
6. research manager	f. someone in charge of a company's selling activities and the people whose job is to sell its products
7. sales manager	g. a manager who is in charge of taking care of a company's employees, organizing recruitment, training
8. personnel manager	h. a person or organization responsible for a particular piece of work that will create something new or improve a situation
9. project manager	i. someone whose job is to manage investments for a financial institution or its clients
10. investment manager	j. a person whose job is to manage and control the financial activities of a company, organization, or part of organization

ОТВЕТЫ В

1	2	3	4	5	6	7	8	9	10

Внесите свои  
таблицу:



### Тест 4b

Подберите к каждому из типов менеджеров (1 – 10) соответствующее определение (a – j):

1. <b>account manager</b>	<b>a.</b> a manager involved with business activities of a company, especially dealing with customers, rather than with other activities
2. <b>assistant manager</b>	<b>b.</b> a manager who is directly in charge of producing goods or providing services, and who works most closely with ordinary employees
3. <b>branch manager</b>	<b>c.</b> someone who helps another manager, does their work when they are not there etc
4. <b>brand manager</b>	<b>d.</b> a manager who is in charge of a particular factory
5. <b>commercial manager</b>	<b>e.</b> an investment manager with a group of different types of investments, who tries to balance the risks and profits of each in relation to the rest
6. <b>floor manager</b>	<b>f.</b> someone who deals with a particular client or group of clients, especially in a bank
7. <b>fund manager</b>	<b>g.</b> someone whose job is to manage a department or floor in a large store
8. <b>line manager</b>	<b>h.</b> someone in charge of a particular branch of a bank, shop in a chain of shops
9. <b>plant manager</b>	<b>i.</b> someone in a company responsible for developing and selling one particular brand of product
10. <b>portfolio manager</b>	<b>j.</b> someone whose job is to manage a particular type of investment for a financial institution or its clients

ОТВЕТЫ В

1	2	3	4	5	6	7	8	9	10

Внесите свои  
таблицу:

**5. Подбор к**

<b>1. purchaser</b>	<b>a. difficulty</b>
<b>2. crisis</b>	<b>b. saving</b>
<b>3. economy</b>	<b>c. commerce</b>
<b>4. management</b>	<b>d. buyer</b>
<b>5. finance</b>	<b>e. administration</b>
<b>6. production</b>	<b>f. employment</b>
<b>7. profession</b>	<b>g. earnings</b>
<b>8. income</b>	<b>h. making</b>
<b>9. trader</b>	<b>i. benefit</b>
<b>10. interest</b>	<b>j. seller</b>

**существительным соответствующих им синонимов**

**Test 5**

**Подберите к существительным (1 – 15) соответствующие им синонимы (a – o):**



**Внесите свои ответы в таблицу:**

<b>1. to trade</b>	<b>a. to hire</b>
<b>2. to buy</b>	<b>b. to lend</b>
<b>3. to supply</b>	<b>c. to exchange</b>
<b>4. to rent</b>	<b>d. to use</b>
<b>5. to loan</b>	<b>e. to have</b>
<b>6. to compete</b>	<b>f. to purchase</b>
<b>7. to create</b>	<b>g. to provide</b>
<b>8. to produce</b>	<b>h. to make</b>
<b>9. to consume</b>	<b>i. to manufacture</b>
<b>10. to own</b>	<b>j. to challenge</b>

### **7. Подбор к глаголам соответствующих им синонимов**

#### **Тест 7**

**Подберите к глаголам (1 – 10) соответствующие им синонимы (a – j):**

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

1	2	3	4	5	6	7	8	9	10

**Внесите свои ответы в таблицу:**


<b>1. to buy</b>	<b>a. to use up</b>
<b>2. to fix</b>	<b>b. to harm</b>
<b>3. to rise</b>	<b>c. to lack</b>
<b>4. to supply</b>	<b>d. to low</b>
<b>5. to lend</b>	<b>e. to sell</b>
<b>6. to save</b>	<b>f. to borrow</b>
<b>7. to work</b>	<b>g. to change</b>
<b>8. to wholesale</b>	<b>h. to spend</b>
<b>9. to benefit</b>	<b>i. to rest</b>
<b>10. to reserve</b>	<b>j. to retail</b>

**8.**  
**глаголам**

**Подбор к**

**соответствующих им антонимов**

### **Тест 8**

**Подберите к глаголам (1 – 10) соответствующие им антонимы (a – j):**

**Внесите свои ответы в таблицу:**

1	2	3	4	5	6	7	8	9	10

## **9. Подбор к прилагательным соответствующих им синонимов**

### **Тест 9**

**Подберите к прилагательным (1 – 10) соответствующие им синонимы (a – j):**

<b>1. busy</b>	<b>a. own</b>
<b>2. wide</b>	<b>b. regional</b>
<b>3. expensive</b>	<b>c. cut-price</b>
<b>4. cheap</b>	<b>d. active</b>
<b>5. available</b>	<b>e. broad</b>
<b>6. private</b>	<b>f. costly</b>
<b>7. modern</b>	<b>g. obtainable</b>
<b>8. successful</b>	<b>h. innovative</b>
<b>9. local</b>	<b>i. well-doing</b>
<b>10. internal</b>	<b>j. domestic</b>

**Внесите свои ответы в таблицу:**

1	2	3	4	5	6	7	8	9	10

### **10. Подбор к прилагательным соответствующих им антонимов**

#### **Тест 10**

**Подберите к прилагательным (1 – 10) соответствующие им антонимы (a – j):**

<b>1. private</b>	<b>a. authoritarian</b>
<b>2. busy</b>	<b>b. certain</b>
<b>3. expensive</b>	<b>c. public</b>
<b>4. free</b>	<b>d. cheap</b>
<b>5. vacant</b>	<b>e. lazy</b>
<b>6. valuable</b>	<b>f. occupied</b>
<b>7. safe</b>	<b>g. flexible</b>
<b>8. fixed</b>	<b>h. risky</b>
<b>9. personal</b>	<b>i. useless</b>
<b>10. dubious</b>	<b>j. public</b>

**Внесите свои ответы в таблицу:**

1	2	3	4	5	6	7	8	9	10

## **11. Подбор подходящих по смыслу слов**

### **Тест 11а**

**Вставьте в пропуск каждого предложения подходящее по смыслу слово:**

1. The \_\_\_\_\_ line was shut down for two hours as a result of damaged machinery.

**a) production    b) delivery    c) control**

2. Information on \_\_\_\_\_ prices is available to brokers throughout the world.

**a) market    b) share    c) trading**

3. I am going to \_\_\_\_\_ my trip to New-York. The situation changed completely.



**a) deny   b) refuse   c) cancel**

4. The recent boom in consumer spending resulted in sales \_\_\_\_\_ .

**a) recession   b) growth   c) improvement**

5. Hewlett Packard is known as one of the most reputable \_\_\_\_\_ in the electronic and computer industry.

**a) customers   b) suppliers   c) buyers**

6. What is the secret of their fantastic commercial \_\_\_\_\_ ?

**a) production   b) success   c) market**

7. A movement of money into or out of an account is called \_\_\_\_\_ .

**a) transaction   b) option   c) invoice**

8. We decided to \_\_\_\_\_ the new model at the trade fair in autumn.

**a) manufacture   b) produce   c) launch**

9. Our company is ready to sponsor the city football team if they wear our \_\_\_\_\_ on their shirts.

**a) logo   b) brand   c) slogan**

10. The 1929 \_\_\_\_\_ market crash led to the great depression in many countries.

**a) share   b) stock   c) stake**

**Внесите свои ответы в таблицу:**

1	2	3	4	5	6	7	8	9	10

### **Тест 11b**

**Вставьте в пропуск каждого предложения подходящее по смыслу слово:**

1. During the bear market a lot of firms went \_\_\_\_\_ .

**a) ahead    b) bankrupt    c) melding**

2. Monthly salaries of our staff go directly into their \_\_\_\_\_ .

**a) invoices    b) interests    c) accounts**

3. My cash \_\_\_\_\_ was \$ 300.

**a) credit    b) sum    c) deposit**

4. If you own some shares of a company you receive \_\_\_\_\_ per share.

**a) interest   b) dividends   c) salary**

5. He \_\_\_\_\_ most of his savings in the Stock Exchange.

**a) gave   b) fixed   c) invested**

6. A great number of companies in Russia were \_\_\_\_\_ by the 1998 financial crash.

**a) effected   b) affected   c) infected**

7. This type of coffee is the ..... leader.

**a) logo   b) slogan   c) brand**

8. Last month they started their advertising campaign with the new corporate \_\_\_\_\_.

**a) slogan   b) team   c) appeal**

9. New technologies make global \_\_\_\_\_ easier.

**a) communication   b) travelling   c) market**

10. You can buy the same software quite \_\_\_\_\_ at our local market.

**a) reasonable   b) cheaply   c) free**

**Внесите свои ответы в таблицу:**

1	2	3	4	5	6	7	8	9	10

### Тест 11с

**Вставьте в пропуск каждого предложения (1-10) подходящее по смыслу слово:**

1. The income made by the normal activities of a business is known as \_\_\_\_\_ .

**a) turnover    b) operating profit    c) gross profit**

2. Fixed assets are what a company \_\_\_\_\_ .

**a) owes    b) owns    c) sells**

3. Current liabilities are what a company \_\_\_\_\_ .

**a) invests    b) buys    c) owes**

4. Wealth used to produce more wealth is called \_\_\_\_\_ .

**a) liabilities    b) capital    c) goods**

5. Balance sheet is a statement of how much \_\_\_\_\_ has come in and how much has gone out.

**a) shares    b) money    c) capital**

6. The goods which a company intends to sell to its customers are known as \_\_\_\_\_ .

**a) a stock    b) a capital    c) a stake**

7. Venture capital is money lent to \_\_\_\_\_ .

**a) spend on charity    b) start a risky business    c) buy an estate**

8. In the summer sales you can sometimes get warm clothes at a \_\_\_\_\_ prices.

**a) free    b) cheaply    c) giveaway**

9. I'm a salesman and work in the \_\_\_\_\_ department.

**a) export    b) advertising    c) production**

10. Due to our new supply system more products are \_\_\_\_\_ to consumers.

a) available    b) reduce    c) limited

**Внесите свои ответы в таблицу:**

1	2	3	4	5	6	7	8	9	10

## 12. Подбор подходящих по смыслу слов

### Тест 12а

**Вставьте подходящее по смыслу слово (а-ј) в пропуски предложений**

**(1-10) в тексте:**

<b>a) developed   b) reason   c) workers   d) retirement   e) losing</b> <b>f) employees   g) training   h) staff   i) generation   j) unemployment</b>
--

In France the (1) \_\_\_\_\_ age is 60, not 65 as in most (2) \_\_\_\_\_ countries. The main (3) \_\_\_\_\_ is that in the 1980s, when there was high (4) \_\_\_\_\_, the government promoted early retirement. That entrenched the idea that older (5) \_\_\_\_\_ were less productive. Now companies are worried about

(6) \_\_\_\_\_ their most skilled workers, especially as the baby-boom (7) \_\_\_\_\_ nears retirement. *Areva*, a nuclear-power group, recently launched a scheme to address the needs of older (8) \_\_\_\_\_, and plans to use about 100 retired people a year through *Experconnect*. *Areva* stopped (9) \_\_\_\_\_ engineers, so that much of its expertise lies with its (10) \_\_\_\_\_.

**Внесите свои ответы в таблицу:**

1	2	3	4	5	6	7	8	9	10

### Тест 12b

**Вставьте подходящее по смыслу слово (а-й) в пропуски предложений (1-10) в тексте:**

<b>a) decrease b) increase c) cost d) reasons e) prices f) suppliers</b>
<b>g) economists h) a shortage i) wages j) customers</b>

Inflation is an overall (1) \_\_\_\_\_ in prices over a certain period of time. In most of Europe, for example, (2) \_\_\_\_\_ have risen year after year for at least the last 50 years. Deflation is an overall (3) \_\_\_\_\_ in prices, but the trend is mostly for the (4) \_\_\_\_\_ of living to increase. Inflation can happen for a number of (5) \_\_\_\_\_, but the (6) \_\_\_\_\_ say there are two main culprits. These are demand-pull inflation and cost-push inflation. Demand-pull inflation can happen when the economy is growing fast. Aggregate demand begins to grow faster than (7) \_\_\_\_\_ can cope with. This causes (8) \_\_\_\_\_

and prices rise. At first, ( 9) \_\_\_\_\_ may be able to pay the higher prices, and demand grows again. Cost-push inflation, on the other hand, occurs when prices rise without an increase in demand. This happens when suppliers' variable costs increase sharply. For example, workers may demand higher (10) \_\_\_\_\_ or raw materials may become more expensive. Producers then pass these increases on to consumers by raising prices. So, as usual, we are ones to pay.

**Внесите свои ответы в таблицу:**

1	2	3	4	5	6	7	8	9	10

### **Тест 12с**

**Вставьте в пропуски (1-10) предложений в тексте подходящее по смыслу слово (а-j):**

<b>a) interest   b) income   c) economy   d) consumer   e) resources</b>
<b>f) influence   g) to spend   h) products   i) producers   j) businesses</b>

Most people earn their (1) \_\_\_\_\_ from the work they perform. Some people also receive income by renting or selling land and other natural (2) \_\_\_\_\_ they own, as profit from a business or entrepreneurial venture, or from (3) \_\_\_\_\_ paid on their savings accounts or other investments.

In a market (4) \_\_\_\_\_, the basic resources used to make the goods and services that satisfy (5) \_\_\_\_\_ demands are owned by private consumers and households. Payments or incomes that households receive for these resources rise



and fall – and that fluctuation has a direct (6) \_\_\_\_\_ on the amount consumers are willing (7) \_\_\_\_\_ for the goods and services they want.

Whether consumers are young or old; male or female; rich, poor or middle class, every dollar or pound they spend is a signal – a kind of economic vote telling (8) \_\_\_\_\_ what goods and services they want to see produced. Consumer spending represents the basic source of demand for (9) \_\_\_\_\_ sold in the marketplace, which is half of what determines the market prices for goods and services. The other half is based on decisions (10) \_\_\_\_\_ make about what to produce and how to produce it.

**Внесите свои ответы в таблицу:**

1	2	3	4	5	6	7	8	9	10

### Тест 12d

**Вставьте в пропуски (1-10) предложений в тексте подходящее по смыслу слово (a-j):**

a.	a profit
b.	a bank
c.	business
d.	provide
e.	growth
f.	to earn
g.	offer
h.	government
i.	deposit
j.	to achieve

The way in which (1) \_\_\_\_\_ is organized and operates is determined by its objectives and by the type of economy in which it conducts its (2) \_\_\_\_\_. A bank may not necessarily be in business to make (3) \_\_\_\_\_. Central banks, for example, (4) \_\_\_\_\_ a country with a number of services,

while development banks exist to increase the economic (5) \_\_\_\_\_ of a country and raise the living standard of its population. On the other hand, the aim of commercial banks is (6) \_\_\_\_\_ profits. They therefore provide and develop services that can be sold at a price that will yield a profit.

Many banks (7) \_\_\_\_\_ a combination of wholesale and retail banking. The former provides large-scale services to companies, (8) \_\_\_\_\_ agencies and other banks. The latter mainly provides smaller-scale services to the general public. Both types of banking, however, have three essential functions, which are: (9) \_\_\_\_\_, payments, credits. These three functions are the basis of the services offered by banks. They make it possible for banks to generate profits and (10) \_\_\_\_\_ their operating aims.

**Внесите свои ответы в таблицу:**

1	2	3	4	5	6	7	8	9	10

## **Часть II**

### **1. WORK AND JOBS**

**1. Use a word from the box to complete each sentence. There is one extra word that you don't have to use.**

- |   |
|---|
| <ul style="list-style-type: none"> <li>a) deal</li> <li>b) responsible</li> <li>c) work</li> <li>d) job</li> <li>e) manage</li> <li>f) under of</li> <li>g) responsibility</li> </ul> |
|---|

1. I \_\_\_\_\_ for Morgans the aircraft company.
2. I \_\_\_\_\_ the manufacturing plant in Cambridge.
3. I am in charge \_\_\_\_\_ the production team.

4. About 120 people work \_\_\_\_\_ me.

5. Coordination between production and design is my \_\_\_\_\_.

6. I \_\_\_\_\_ with a lot of people in the company and with our customers.

7. I'm \_\_\_\_\_ for a budget of over € 100 million.

**Оформите ваши ответы в данной таблице:**

1	
2	
3	
4	
5	
6	
7	

**2. Write one word from the box below in each gap to complete the text. You may choose to use some words more than once.**

a) at b) for c) in d) of e) off f) on g) get to

“My name is Anne Scott and I work \_\_\_\_\_ (1) a public relations company in London. I leave \_\_\_\_\_ (2) work at 7 o'clock in the morning. I go \_\_\_\_\_ (3) work by train and I usually \_\_\_\_\_ (4) to work by 8.30. I'm always \_\_\_\_\_ (5) work till about 6 o'clock so I never get home before 7.30 pm. Last year I broke my leg and so I was \_\_\_\_\_ (6) work for over a month. I didn't like being at home. I love my job. I would hate to be permanently out \_\_\_\_\_ (7) work.”

**Оформите ваши ответы в данной таблице:**

1	
2	
3	
4	
5	
6	
7	

**3. In each sentence, write the correct form of the word given in brackets.**

1. I'm responsible for \_\_\_\_\_ the design team. (manage)
2. I'm in charge of \_\_\_\_\_ the work of the team. (coordinate)
3. One of my responsibilities is to \_\_\_\_\_ sure that we don't spend too much money. (make)
4. My team is responsible for the \_\_\_\_\_ of new models for production. (design)
5. I'm in charge of \_\_\_\_\_ our work for the whole year. (plan)

**Оформите ваши ответы в данной таблице:**

## 2. WAYS OF WORKING

1. Draw a line from each on the right to make a extra word that you don't

1	
2	
3	
4	
5	

word on the left to a word word pair. There is one have to use.

- |               |           |
|---------------|-----------|
| 1. physically | contact   |
| 2. human      | work      |
| 3. problem    | on        |
| 4. day        | demanding |
| 5. team       | commute   |
| 6. clock      | shift     |
| 7. working    | solving   |
|               | hours     |

**Оформите ваши ответы в данной таблице:**

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**2. Choose the best word from the brackets to fill the gap.**

1. I had a 9-to-5 \_\_\_\_\_ when I left school but I hated it. (job/work)
2. We have a \_\_\_\_\_ system, but everyone must be here between 10 and 2.  
(repetitive/flexitime)
3. I work from \_\_\_\_\_ and simply send my work over the Internet.  
(house/home)
4. I just sit in front of a computer all day, but this work is mentally  
\_\_\_\_\_ (tiring/routine)
5. This is the most \_\_\_\_\_ job I've ever had. There is never a boring minute.  
(stimulating/repetitive)
6. We all look forward to 5.30 because then we can \_\_\_\_\_ off for the day.  
(shift/clock)

7. The 7.30 train to London is always full of \_\_\_\_\_  
(commuters/telecommuters)

**Оформите ваши ответы в данной таблице:**

### 3. RECRUITMENT AND SELECTION

**1. Draw a line from each word on the left to a word on the right to make a word pair. There is one extra word that you don't have to use.**

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- |                |            |
|----------------|------------|
| 1. covering    | agency     |
| 2. employment  | references |
| 3. application | test       |

4. curriculum letter  
5. psychometric form  
vitae

**Оформите ваши ответы в данной таблице:**

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**2. Choose the best word from the brackets to fill the gap.**

1. We need to \_\_\_\_\_ four new people for our office in Manchester.  
(join/recruit)
2. We are using a recruitment \_\_\_\_\_ to find them for us. (agency/headhunter)



3. They advertised the \_\_\_\_\_ in the local newspaper last week  
(positions/applications)
4. So far, over 60 people have applied for the \_\_\_\_\_ (works/posts)
5. We are going to look at all the letters of \_\_\_\_\_ over the weekend.  
(applications/situation)
6. On Monday, we will draw up a \_\_\_\_\_ of 10 or 11 people.  
(reference/shortlist)
7. Then we'll invite them all to come for an \_\_\_\_\_ (interview/appointment)
8. We hope to \_\_\_\_\_ the successful applicants by the end of the month.  
(apply/appoint)

**Оформите ваши ответы в данной таблице:**

**4. SKILLS AND**

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**QUALIFICATIONS**

**1. Write one word from the box below in each gap to complete the text. You may choose to use some words more than once.**

a) with    b) from    c) in    d) as    e) for    f) at

“My name is Jean Wilson and I have just started working \_\_\_\_\_ (1) a bank. I graduated \_\_\_\_\_ (2) Edinburg University last year with a degree \_\_\_\_\_ (3) Business and Management. Now I am going to train \_\_\_\_\_ (4) an accountant. I think I will do well because I am good \_\_\_\_\_ (5) figures and I am skilled \_\_\_\_\_ (6) using computers. I think that training \_\_\_\_\_ (7) a specific job will be more interesting than the general education I got at university.”

**Оформите ваши ответы в данной таблице:**

**2. Choose the best word gap.**

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**from the brackets to fill the**

1. Everyone should stay in \_\_\_\_\_ until they are at least 18. (school/education)

full-time \_\_\_\_\_ until

2. Of course \_\_\_\_\_ qualifications are important, but they're not everything. (printed/paper)

3. I look for people with lots of relevant \_\_\_\_\_ experience. (job/work)
4. Our company runs some very good in-house \_\_\_\_\_ courses.  
(training/skilled)
5. Last year we spent over £50,000 on management \_\_\_\_\_  
(experience/development)
6. We value people who are highly \_\_\_\_\_ and want to get on.  
(motivated/graduated)
7. Tom gets on well with everyone. He is a great team \_\_\_\_\_ (person/player)

**Оформите ваши ответы в данной таблице:**

**5. PAY AND BENEFIT**

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**1. Choose the best word from the brackets to fill the gap.**

1. I work in a small hotel in Amsterdam. I \_\_\_\_\_ €8 an hour. (earn/paid)

2. It's not a lot, but it's more than the \_\_\_\_\_ wage. (maximum/minimum)
3. Some customers leave me \_\_\_\_\_ and that is a great help. (perks/tips)
4. My sister works in a bank and her \_\_\_\_\_ is €3,000 a month. (salary/wage)
5. The bank also provides her with a good \_\_\_\_\_ package. (bonus/benefits)
6. Next year she thinks she will get a \_\_\_\_\_ car. (company/business)
7. When she is 55 she will be able to give up work and live on her \_\_\_\_\_ (package/pension)

**Оформите ваши ответы в данной таблице:**

**2. Read the job word in each gap to**

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**advertisements. Write one complete the sentences.**

**Production Line Workers**

£ 224 for a 37-hour week (£6.05 per

hour)

£10 an hour for any additional hours.

Benefits include a company pension scheme and free meals in our new canteen.

For further details, phone Paul on 020 8843 6060

### **Join our Sales Team**

We offer £1,000 per month plus 10% of any sales you make. And, if you meet our monthly sales target, we give you an extra £400.

What else? Well, there's a company pension scheme and an allowance of 40p per mile when you use your own car.

If you want these rewards, call 020 8844 8800

1. In this job, the w \_\_\_\_\_ are £224 for 37 hours.
2. The p \_\_\_\_\_ is just over £6 an hour.
3. Workers get £10 an hour for any o \_\_\_\_\_ they do.
4. There are some p \_\_\_\_\_ including free meals.
5. This job offers a b \_\_\_\_\_ salary of £ 1000 a month.

6. You get 10% c \_\_\_\_\_ on everything you sell.
7. When you sell enough you get a b \_\_\_\_\_ of £400.
8. There are some f \_\_\_\_\_ benefits including a pension.

**Оформите ваши ответы в данной таблице:**

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**3. Match each statement with a word or phrase from the list below. Write the letter of your chosen answer next to the statement. There is one extra word/phrase that you don't have to use.**

1. American term for all the benefits that an employee receives.
2. Payment for those who have stopped working – especially due to age.
3. Benefit that lets employees buy company shares at a low price.

4. This describes bonuses given for reaching objectives set by the company.
5. Money paid to an employee who is asked to leave an organization.
6. Formal word for all the pay that an employee receives.
7. Director of a company who is paid a huge salary... but doesn't deserve it.

a. severance payment	b. stock options	c. compensation package	d. remuneration
e. performance-related	f. fat cat	g. boardroom row	h. pension

**Оформите ваши ответы в данной таблице:**

1	2	3	4	5	6	7

## 6. PEOPLE AND WORKPLACES

**1. Draw a line from each word on the left to a word on the right to make a word pair. There is one extra word that you don't have to use.**

1. support      collar

- 2. technical      support
- 3. shop          force
- 4. open          office
- 5. head          staff
- 6. blue          union
- 7. work          floor
- plan

**Оформите ваши ответы в данной таблице:**

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**2. Choose the best word from the brackets to fill the gap.**

1. The CEO is the head of the \_\_\_\_\_ team.  
(administration/management/organization)
2. We have 200 people on our \_\_\_\_\_ (recruitment/business/payroll)
3. Our \_\_\_\_\_ department is responsible for recruitment.  
(personnel/employee/worker)



4. Our main office is in London but we have \_\_\_\_\_ all over the country.  
(places/companies/sites)
5. I supervise all the \_\_\_\_\_ workers on the production line. (manual/white-collar/labour)
6. I am in charge of training in the human \_\_\_\_\_ department.  
(support/resources/staff)
7. We have a \_\_\_\_\_ of 65 in London and about 30 in Paris.  
(staff/union/headquarters)
8. You haven't been paid this month? OK, I'll put you through to the \_\_\_\_\_ department. (pay/salary/finance)

**Оформите ваши ответы в данной таблице:**

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## 7. THE CAREER LADDER

**1. Match each statement with a word or phrase from the list below. Write the letter of your chosen answer next to the statement. There is one extra word/phrase that you don't have to use.**

1. We used to have four layers of management but now we have only two.
2. I am an independent software designer. At the moment, I'm working for three companies.
3. I don't know whether my job here is safe. I could be out of work next month.
4. In 1999 we had 430 employees. Now there are only 280.
5. We used to do our printing in-house, but now it's done by a company in Hong Kong.
6. I was a shop floor supervisor but then they made me manager of the whole production plant.
7. Our company has been completely reorganized to make it more efficient.
8. Now that we have reduced our costs, we are making much more money.

a. downsize	b. delayer	c. restructure	d. outsource
e. promotion	f. freelance	g. dismiss	h. profit
	i. insecurity		

**Оформите ваши ответы в данной таблице:**

1	2	3	4	5	6	7	8

**2. Choose the best word from the brackets to fill the gap.**

1. I didn't like the way the company was being run so I \_\_\_\_\_  
(resigned/sacked/terminated)
2. They laid \_\_\_\_\_ people in March and 50 more in September. (on/off/out)
3. I joined this company because the career \_\_\_\_\_ is excellent.  
(path/way/contract)

4. I have regular performance \_\_\_\_\_ with my manager.  
(advice/support/reviews)
5. We now have fewer employees and so the company is much \_\_\_\_\_.  
(efficient/leaner/fatter)
6. I have worked my way up and now I am a \_\_\_\_\_ manager.  
(main/old/senior)
7. She was \_\_\_\_\_ for copying company software on to her PC  
(fired/promoted/retired)
8. I was appointed on a \_\_\_\_\_ contract so my job isn't very safe.  
(permanent/full-time/temporary)
9. When you join a company now you can't expect a \_\_\_\_\_ for life.  
(job/work/career)
10. If you break the safety rules you can be \_\_\_\_\_ immediately.  
(downsized/dismissed/delayed)

**Оформите ваши ответы в данной таблице:**

**8.**

**1. Draw a line  
the left to a word  
a word pair. There  
that you don't**

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**ORGANIZATIONS**

**from each word on  
on the right to make  
is one extra word  
have to use.**

- |                 |             |
|-----------------|-------------|
| 1. big          | industry    |
| 2. corporate    | commerce    |
| 3. self         | employed    |
| 4. e-           | business    |
| 5. free         | enterprise  |
| 6. enterprise   | departments |
| 7. nationalized | profits     |
|                 | zone        |

**Оформите ваши ответы в данной таблице:**

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**2. Choose the best word to fill each gap from the alternatives given below. Put a circle around the letter, A, B, C of the word you choose.**

“The company of eastern Europe has changed a lot. Twenty years ago, the main industries were completely nationalized and many companies were owned by the

(1) \_\_\_\_\_ They did not work well. They were inefficient and (2) \_\_\_\_\_ .Now governments are trying to (3) \_\_\_\_\_ them, but it is not easy to find (4) \_\_\_\_\_ People don't want to put money into the old companies. However, some people are happy to (5) \_\_\_\_\_ their money on new business and there are signs that a new enterprise (6) \_\_\_\_\_ is growing.”

1	A nation	B state	C country
2	A automatic	B diplomatic	C bureaucratic
3	A privatize	B nationalize	C enterprise
4	A corporations	B firms	C investors
5	A save	B risk	C sell
6	A culture	B commerce	C concern

**Оформите ваши ответы в данной таблице:**

1	2	3	4	5	6

**3. Choose the best word to fill each gap from the alternatives given below. Put a circle around the letter, A, B, C of the word you choose.**

Aberdeen Reliance is one of the country's smaller life insurance companies. It was set up in 1920 as a (1) \_\_\_\_\_. This means that the 15,000 people who have insurance policies with the company are (2) \_\_\_\_\_. These, in theory, own all the (3) \_\_\_\_\_ and there are no (4) \_\_\_\_\_. Last year, the board of directors wanted to sell the company to a large American (5) \_\_\_\_\_, but first they had to get the policy holders to agree to (6) \_\_\_\_\_. This was heavily defeated, proving that people still value the traditional status of the company.

1	A mutual	B public	C incorporated
2	A partners	B directors	C members
3	A profits	B salaries	C expenses
4	A customers	B traders	C shareholders
5	A corporation	B sectors	C proprietor
6	A freelancing	B demutualization	C limiting

**Оформите ваши ответы в данной таблице:**

1	2	3	4	5	6

## 9. INNOVATION AND INVENTION

**1. Fill the gap in each sentence by writing the correct form of the verb given in brackets.**

1. Suzanne King is in charge of product \_\_\_\_\_ at Westworld Electronics. (develop)
2. I want to be a graphic \_\_\_\_\_ when I graduate. (design)
3. I think that the Internet is the greatest \_\_\_\_\_ of the past 50 years. (innovate)
4. We are looking for someone with \_\_\_\_\_ of databases and spreadsheets. (know)
5. Christopher Cockerell was the \_\_\_\_\_ of the hovercraft. (invent)
6. You have to pay a lot to get a good software \_\_\_\_\_. (develop)
7. Have you seen her \_\_\_\_\_ for the new shopping centre? (design)

**Оформите ваши ответы в данной таблице:**

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**2. Draw a line from each word on the left to a word on the right to make a word pair. There is one extra word that you don't have to use. Then use your word pairs to complete the sentences below.**

- |                 |             |
|-----------------|-------------|
| 1. product      | development |
| 2. patent       | license     |
| 3. cutting      | property    |
| 4. research     | application |
| 5. under        | copyright   |
| 6. intellectual | center      |
|                 | edge        |

**Оформите ваши ответы в данной таблице:**

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1. We have made a \_\_\_\_\_ to stop people copying our invention.
2. Our drug for pain relief is made \_\_\_\_\_ in 32 countries.
3. I'm in charge of \_\_\_\_\_ at Minnow Technologies.
4. We use the latest technologies to keep our products at the \_\_\_\_\_
5. We took them to court because the original idea was our \_\_\_\_\_
6. We test all new drugs at our \_\_\_\_\_ in Zurich.

**Оформите ваши ответы в данной таблице:**



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**3. Choose the best word from the brackets to fill the gap.**

1. I bought a PC just five years ago and now it is \_\_\_\_\_  
(innovative/obsolete)
2. I think that the \_\_\_\_\_ of computer control systems is fascinating.  
(technology/knowledge)
3. Advanced, \_\_\_\_\_ systems are great, but there is more to go wrong. (low-tech/hi-tech)
4. I receive a \_\_\_\_\_ of 10% on all my books that the publisher sells.  
(royalty/license)
5. Finding out how antibiotics work was a tremendous \_\_\_\_\_  
(breakthrough/breakout)

**Оформите ваши ответы в данной таблице:**

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## **10. BUYERS, SELLERS AND THE MARKET**

**1. Choose the best word from the brackets to fill each gap.**

1. Our \_\_\_\_\_ includes several multinational companies. (cliente/economy)
2. We wanted to buy the house but the \_\_\_\_\_ was asking for £300.000. (purchase/vendor)
3. The government brought in several market \_\_\_\_\_ to strengthen the economy. (reforms/pressures)
4. Until 1998, the government fixed all the prices, but now we have a \_\_\_\_\_ market. (free/state)
5. It's only a small shop, but we serve nearly 200 \_\_\_\_\_ a day. (consumers/customers)
6. Most of our \_\_\_\_\_ are small businesses. (market/users)

**Оформите ваши ответы в данной таблице:**

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**2. Draw a line from each word on the left to a word on the right to make a word pair. There is one extra word that you don't have to use. Then use your word pairs to complete the sentences below.**

- |               |                |
|---------------|----------------|
| 1. customer   | users          |
| 2. end        | manager        |
| 3. street     | forces         |
| 4. purchasing | consumer       |
| 5. market     | vendor<br>base |

**Оформите ваши ответы в данной таблице:**

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1. He started out as a \_\_\_\_\_ selling hot dogs from a van.
2. We publish school textbooks, so our \_\_\_\_\_ are the students.
3. We've built up a really strong \_\_\_\_\_ over the past five years.
4. Their product is too expensive, so \_\_\_\_\_ will soon make them drop the price.
5. She is the \_\_\_\_\_ for the country's leading chain of shoe shops.

**Оформите ваши ответы в данной таблице:**

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## ГЛОССАРИЙ

accountant – бухгалтер

advertise - рекламировать

advertising – реклама, рекламное дело

afford – позволять себе

allowance – денежное пособие,

apply for – подавать заявление,

appointment – встреча

benefits – льготы, выгоды

blue collar – «синий воротничок», производственный рабочий

board of directors – совет директоров

bonus – бонус, премия

breakout - распределение

breakthrough – прорыв

catering – общественное питание

CEO – (Chief Executive Officer) генеральный директор

CFO (Chief Financial Officer) финансовый директор

churn out – выпускать потоком, штамповать

clientele – клиентура

competition - конкуренция

consumer - потребитель

continuous improvement – постоянное улучшение

COO (Chief Operating Officer) руководитель административной службы,  
руководитель по производственным вопросам

costs - издержки

covering letter – сопроводительное письмо

curriculum vitae – резюме

customers - потребители

cutting edge – острое, выигрышное качество, центр деятельности

director – директор

dismiss – увольнять

downsize – сокращать

earn – зарабатывать

employee – работник, сотрудник

employment agency – бюро по трудоустройству

endorsement – поддержка, подтверждение, одобрение

enterprise zone – зона предпринимательства

executive – исполнительный, руководитель

financial services – финансовые услуги

fire – увольнять, выгонять с работы

first aid – первая помощь

flexitime – скользящий график, свободный режим работы

forecast - прогноз

free enterprise – свободное предпринимательство

freelance – внештатный сотрудник, фрилансер

full-time – полная занятость, занимающий полный рабочий день

get-up – наряд, формат

hazard – риск, опасность

headhunter – охотник за профессионалами (об агенте или агентстве по найму персонала)

healthcare – здравоохранение

hovercraft – судно на воздушной подушке

human resources – персонал, трудовые ресурсы

in charge of – возглавлять

interview – собеседование

leisure – отдых

loyalty card – карточка постоянного покупателя

manufacturer - производитель

medium – способ средство

mogul – магнат

mystery shopper – тайный покупатель, мнимый покупатель

obsolete – устаревший

outsource – нанимать персонал на стороне

overcapacity – избыток производительных мощностей

payroll – платежная ведомость, фонд заработной платы

perks – льгота, привилегия

permanent – постоянный

production team – производственная бригада

profit – выгода, прибыль, доход

promote – продвигать по службе

promotion – продвижение по службе

property – собственность

proprietor – собственник, владелец

purchasing manager – начальник отдела снабжения

quality control – контроль качества

recruit – нанимать на работу

repetitive – повторяющийся, скучный

researcher - исследователь

resign – подавать в отставку

responsibility – ответственность

responsible for – ответственный за

retail – розничная торговля

retire – уходить на пенсию

rollout – массовый выпуск

royalty – роялти, плата

sack – увольнять

salary – заработная плата, оклад

senior – старший

shares - акции

shop floor – торговый зал

shortlist – окончательный список

specs – технические требования

spot check – выборочная проверка, ревизия

spreadsheet – (электронная) таблица

start-off – начинать, начинание

start-up – ввод в эксплуатацию, недавно созданная компания

survey - исследование

team player – сотрудник, умеющий работать в коллективе



telecommuter – сотрудник, работающий на дому

temporary - временный

terminate – увольнять, заканчивать

tips – чаевые

trial – пробная версия

vendor – торговец

VP – (Vice President) вице-президент

wage – заработная плата

white-collar – «белый воротничок», человек, работающий в офисе

workforce – рабочая сила