Practical Business English

Information Pack

Contents: Sample Paper
         Answer Sheet
         Syllabus
Instructions to Candidates

(a) The time allowed for this examination is 1 hour

(b) Please complete all your answers to this question paper on the Practical Business English answer sheet. Do not write on this question paper.

(c) At the end of the examination give the question paper and the answer sheet to the Invigilator for return to LCCI Examinations Board for marking.
Read the following sentences and answer the questions which follow by ticking the correct box on your answer sheet.

1. The business has moved to a new office.
   Has the business A) closed or B) gone to another place?

2. It is cheaper to travel by bus than by train.
   Is travelling by train A) more expensive or B) less expensive?

3. I want to make a quick visit to our Hong Kong office.
   Will I stay at the Hong Kong office for A) a long time or B) a short time?

4. We only accept debit cards or cash.
   Do we accept A) just cash or B) either debit cards or cash?

5. More and more women are using the Internet.
   Is the number of women A) increasing or B) decreasing?

6. There is a delivery charge of £5 on small orders.
   Is there a delivery charge on A) every order or B) some orders?

7. The coffee machine is out of order.
   Is the coffee machine A) not working or B) outside the office?

8. We want job applications from people aged between 50 and 65.
   Do we want applications from A) older people or B) younger people?

9. Frequent travellers receive a discount on their fares.
   Do frequent travellers get A) free gifts or B) reduced fares?

10. This is a global company.
    Does this company have branches A) in Europe only or B) world-wide?
Read the following sentences and choose the correct answer. Do not write your answer in the space. Answer the question by ticking the correct box on your answer sheet.

11 There are no trains ………night.
   A) on  B) at  C) in  D) for

12 Look ………the clock and tell me the time, please.
   A) in  B) on  C) at  D) up

13 Welcome ………our new offices.
   A) for  B) in  C) at  D) to

14 I am in a hurry. I can only stay ………a few minutes.
   A) in  B) to  C) after  D) for

15 My manager is very happy ………the work I have done.
   A) by  B) with  C) for  D) to

16 You are late again. Were you……….a traffic jam?
   A) at  B) in  C) on  D) up

17 I am writing……….behalf of my company.
   A) on  B) from  C) out  D) in

18 Please telephone me when you get……….the factory.
   A) on  B) at  C) to  D) from

19 The company’s policy……….smoking is that we do not allow it in the building.
   A) at  B) with  C) on  D) after

20 Please translate my letter……….German and Russian.
   A) to  B) in  C) for  D) into
21 If we don't have more customers next month, we will go……….of business.
A) in B) on C) under D) out

22 There is good public……….in the city.
A) transports B) transporting C) transfers D) transport

23 We need more……….about the price of a new photocopier.
A) informed B) informative C) information D) informations

24 What……….can you give to a new employee?
A) advices B) advise C) advice D) advisory

25 There is too……….traffic on the motorways.
A) many B) much C) more D) manifold

26 When you finish this I will give you another………..
A) works B) work C) job D) jobs

27 I will send you a……….for the damaged book.
A) replacement B) recipe C) apology D) reply

28 What is the name of your company’s new Chief……….?
A) Exit B) Executive C) Executioner D) Execute

29 My……….aim is to please the customers.
A) principality B) principal C) principle D) prince

30 I am sorry, but we do not have any more in……….
A) stack B) stock C) stick D) stoke

31 The company will print a new……….next year.
A) catastrophe B) catalogue C) catalyst D) cat flap
32 The training programme will give workers the new……….they need.
   A) skills B) skulls C) skins D) sky

33 It’s a good idea to……….some money in high-tech companies.
   A) insist B) infest C) invest D) divest

34 Please……….your bank account to see when you received your pay.
   A) cheque B) cheek C) check D) chick

35 Our market……….shows that women and children like our products.
   A) receipt B) research C) respite D) resale

36 We asked 1000 customers to……….a questionnaire.
   A) complete B) compete C) compost D) comprise

37 These envelopes are too small. Please buy some……….ones.
   A) lager B) larger C) lighter D) largest

38 What is the delivery……….?
   A) dot B) date C) dote D) ditto

39 I have just received your……….about holiday pay.
   A) mime B) memory C) mono D) memo

40 I think we should exhibit our new products at a trade………..
   A) fare B) fairy C) fair D) fear

41 I would like to talk to all the sales……….tomorrow.
   A) staff B) staffs C) stiffs D) stuff

42 There is an important……….for the directors.
   A) meet B) meat C) meeting D) mutation
43 I have just written a………on my sales trip to Singapore.
A) reply B) reputation C) report D) reporting

44 Have you studied at a business……….?
A) colleague B) college C) coolly D) collage

45 I was very……….to read your company newsletter.
A) interesting B) interest C) interviewed D) interested

46 I like the……….of your new office furniture.
A) design B) sign C) describe D) desolation

47 Does the building have good……….for disabled people?
A) access B) accent C) axes D) actress

48 All employees must show their identity………..
A) cartoons B) crises C) carts D) cards

49 If you are late for work again, I will……….you.
A) dispute B) demist C) dismiss D) desist

50 The job is so boring we take a……….after every half hour.
A) brake B) break C) broker D) brick
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Syllabus

Practical Business English Language Items

Available in Series 2, 3 and On Demand

Exam length 60 minutes.

Practical Business English is designed to test the candidate’s ability to survive in a business environment using English as the language of communication.

The examination will consist of 50 selected response questions in 3 sections -
- grammar recognition
- business vocabulary
- business interpretation

The level is pre-intermediate. This means that candidates will have adequate languages for short communication and practical needs and be able to understand straightforward forms of business communication. Candidates will also need to have had exposure to business terminology, expressions, materials and correspondence and be familiar with the items listed below.

- Clock time, calendar
- I’d like / Would you like?
- There is/are
- Some/any
- Prepositions of place
- Present simple, describing habits
- Can/can’t do
- Must/mustn’t
- Like/dislike doing
- Thank for doing
- Adverbs of frequency
- Present continuous for future
- What/How about doing?
- Let’s
- Have to / don’t have to
- May/can I do it?
- Shall I do it?
- Going to (intention)
- Comparison of adjectives
- Adjective + too / not … enough
- Because / But
- Long/wide/high
- Made of
- When/while/before/after/during/until
- Before/after doing something
- By/until /in a week’s time
- So that (purpose)
- Maybe I’ll
- Present perfect actions done: already, yet, not yet
- Present perfect effect: ever, never, need to
- Present perfect continuous
- 1st conditional
- Ask/tell someone to do
- Little/few/much/many/a lot of/a little
- Past simple
- Questions, word order
- Possessive pronouns
- Have got
- Relative clauses
- Functional: questions, requests, offers, making arrangements, asking for information/ clarification.

NB Candidates are not allowed to take a dictionary into the exam