



# Practical Business English

## Information Pack

Contents:    Sample Paper  
                  Answer Sheet  
                  Syllabus



**SERIES 2 EXAMINATION 2001**  
**PRACTICAL BUSINESS ENGLISH**

(Code No: 1040)

TUESDAY 24 APRIL

---

***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

**Answer Sheet**  
**Practical Business English**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
1		√		
2	√			
3		√		
4		√		
5	√			
6		√		
7	√			
8	√			
9		√		
10		√		
11		√		
12			√	
13				√
14				√
15		√		
16		√		
17	√			
18			√	
19			√	
20				√
21				√
22				√
23			√	
24			√	
25		√		



**Answer Sheet continued**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
26			√	
27	√			
28		√		
29		√		
30		√		
31		√		
32	√			
33			√	
34			√	
35		√		
36	√			
37		√		
38		√		
39				√
40			√	
41	√			
42			√	
43			√	
44		√		
45				√
46	√			
47	√			
48				√
49			√	
50		√		

# 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
- 1<sup>st</sup> 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