



BUSINESS ENGLISH FOR BEGINNERS

A2

EINSTUFUNGSTEST

Cornelsen

Bitte tragen Sie die Lösungen auf dem Antwortblatt ein.

- 1 Katrina's colleague must choose a hotel in Vancouver. To complete her email, fill the gaps with the correct comparative or superlative forms of the words in brackets.**

Dear Frank,

Yes, I stayed at the Drake two months ago. The Drake is ... (1) (old) than the New City Hotel.

But the staff at the New City Hotel are ... (2) (friendly) than at the Drake.

I stayed at the Grand in November. Of the three hotels, I think that the Grand was the ... (3) (comfortable), and it also had the ... (4) (good) restaurant.

I hope this information helps you.

Best,
Katrina

- 2 Read the conversation. Complete the gaps with the correct questions.**

George: Welcome to DPR Technical Equipment. I'm George Lincoln, the vice president of sales.

Daniel: Nice to meet you, George. I'm Daniel Gross from Arcadian Inc. I'm head of the purchasing department.

1. George: ...
 - a. How is your hotel?
 - b. How was your trip?
 - c. Is this your first time in Boston?
 - d. Would you like something to drink?

Daniel: It was fine, thanks. I always enjoy travelling by train.

2. George: ...
 - a. How is your hotel?
 - b. How was your trip?
 - c. Is this your first time in Boston?
 - d. Would you like something to drink?

Daniel: I don't know. I plan to check in after our meeting. Thank you again for booking a room for me.

3. George: ...
 - a. How is your hotel?
 - b. How was your trip?
 - c. Is this your first time in Boston?
 - d. Would you like something to drink?

Daniel: Yes, please. I'd love a cup of coffee.

4. George: ...
 - a. How is your hotel?
 - b. How was your trip?
 - c. Is this your first time in Boston?
 - d. Would you like something to drink?

Daniel: Yes, it is.

- 3 Listen to the dialogue. Complete the gaps with the correct answers.**

1. Seth books a room for ... nights.
 - a) three
 - b) four

2. A single room ... available.
 - a) is
 - b) isn't

3. Double rooms ... minibars.
 - a) don't have
 - b) have

4. Seth wants to pay ...
 - a) in cash
 - b) by credit card

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5. Seth's last name is ...
a) RODGERS
b) RODGERS
6. Seth's e-mail address is
a) seth@flowtech.com
b) seth@growtech.com

4 Complete the questions using the words *do*, *did*, or *was*.

1. How often ... you travel for work?
a) do
b) did
c) was

Answer: About twice a month.

2. When ... the last time you worked off-site?
a) do
b) did
c) was

Answer: Two weeks ago.

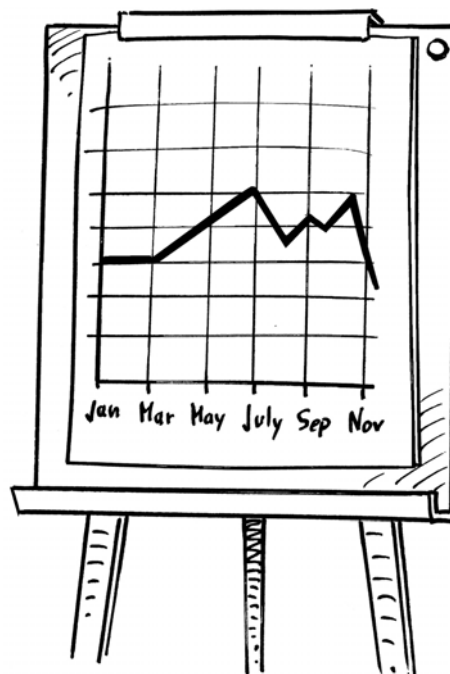
3. Where ... you go?
a) do
b) did
c) was

Answer: I went to Prague.

4. How ... you travel to Prague?
a) do
b) did
c) was

Answer: By car.

- 5 Look at the picture. The chart shows last year's hotel bookings at the Central Hotel. Complete the sentences with the correct word(s).**



1. The hotel's bookings ... between January and March.
a) fluctuated
b) remained stable
2. As you can see, from March to July bookings ...
a) decreased
b) increased
3. From July to September, the bookings ...
a) fluctuated
b) remained stable
4. In October, the bookings ... slightly.
a) decreased
b) increased
5. You can see that the bookings ... in November.
a) rose
b) fell

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6 Julia is a new colleague and asks Sukanya about her work. Complete the answers with the correct verb forms.

Julia: What department do you work in?

1. I ... in the finance department.
- a) 'm working
- b) work

Julia: What do you do?

2. Well, every month I ... financial spreadsheets.
 - a) 'm updating
 - b) update
3. Right now I ... new client data.
 - a) 'm processing
 - b) process

Sukanya: What's your job?

4. I'm Mr. Kim's personal assistant. At the moment I ... his trip to Norway.
- a) 'm planning
- b) plan

7 Your colleagues are preparing a presentation. Complete the sentences with the words *some* or *any*.

Do you have any data about last quarter's sales figures?

1. No, I don't have ... data, but Robert has some statistics.
- a) any
- b) some

Does Sabrina have any time to help me prepare the presentation slides?

2. Yes, she has ... time.
- a) any
- b) some

Are there any markers in the conference room?

3. No, I didn't see ...
- a) any
- b) some

8 Listen to the dialogue and take notes. Gregory talks with Antoinette about where to have the firm's Annual General Meeting. Which statements are true?

1. Gregory and Antoinette choose the West Inn for the AGM.
2. Antoinette said the conference room at the West Inn was dirty last year.
3. Gregory thinks they can book a conference room at the Mid-City Hotel.
4. Gregory and Antoinette agree to call the Eastward Inn.

- a) true
- b) false

9 Match the parts to make statements about Hiroto's job. He works in a small office. He's very busy!

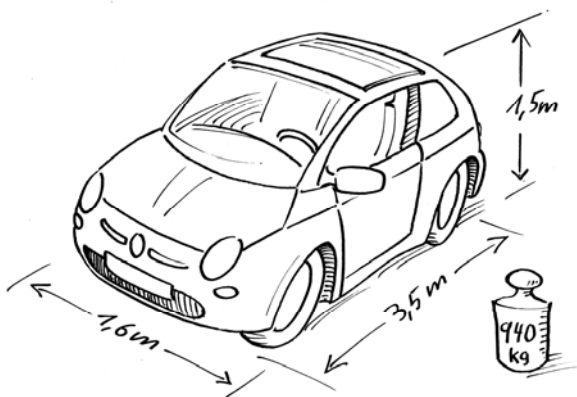
1. For meetings with clients I prepare
 2. Some days I talk on
 3. When we get new clients, I process
 4. Every month I prepare
- a) the phone with clients and suppliers.
 - b) presentations about our company.
 - c) invoices for clients and statistics for headquarters.
 - d) the new client data.

10 *Mustn't* or *don't have to*? Complete the sentences with the correct word(s).

1. You ... smoke in the office.
 - a) don't have to
 - b) mustn't
2. You ... play computer games at your desk.
 - a) don't have to
 - b) mustn't
3. You ... clock in and out with an ID card.
 - a) don't have to
 - b) mustn't
4. You ... make coffee. Carolyn makes it.
 - a) don't have to
 - b) mustn't

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11 Look at the car in the picture. Connect each question to the correct answer.



1. What is its length?
2. What is its width?
3. What is its height?
4. What is its weight?

- a) 1.5 m
- b) 3.5 m
- c) 940 kg
- d) 1.6 m

12 Read the whole dialogue. Then complete the gaps with the correct word(s).

1. Tom: Hello, Juanita, this is Tom in Mr Eisenberg's office. I'm afraid I have to ... your Thursday appointment with him. Can we make a new appointment for next week?

- a) bring forward
- b) postpone

2. Juanita: I'm afraid ... I'm off on vacation all next week.

- a) he's busy
- b) that's not possible

3. How about we ...? Are you free on Tuesday at 8?

- a) bring it forward
- b) postpone it

Juanita: Tuesday morning. That's tomorrow. Would 8:30 be possible?

4. Tom: I'm afraid ... His next meeting starts at 9 and it's off-site.

- a) he's busy
- b) that's difficult

Juanita: Okay, then Tuesday the 30th at 8.

13 Complete the sentences with the verbs in the correct tense.

1. Ludmila has the information? ... her for the data.

- a) I'll ask
- b) I'm going to ask

2. Sven ... to the meeting in Capetown next week.

- a) is going
- b) will go

3. It's 11 am. I think ... to the Italian restaurant for lunch.

- a) I'll go
- b) I'm going to

4. Pierre ... with the new client at 3 pm.

- a) is meeting
- b) will meet

14 Connect each question to the best answer.

1. How can I help you?
2. Could I speak to Ms Ali, please?
3. Can I take a message?
4. Would you like to hold?

- a) Yes, please tell her that Roy Sanders called.
- b) I'm calling about my appointment with Ms Ali.
- c) No thanks, I'll call back in 10 minutes.
- d) I'm afraid Ms Ali is not in her office at the moment.

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15 Does the sentence need an adjective (a) or an adverb (b)?

1. The goods arrived ...
a) safe
b) safely
2. There was a ... decrease in sales last month.
a) sharp
b) sharply
3. In my experience, the company is ...
a) reliable
b) reliably
4. Please send the order as ... as possible.
a) quick
b) quickly

16 Listen to the phone calls. Then complete the sentences.

1. Jerry talks with ... people at Sound & Sight.
a) two
b) three
2. ... tells Jerry he will call him back in 10 minutes.
a) Kevin
b) Ramone
3. Jerry wants ... an order.
a) information about
b) to place
4. Jerry's phone number is ...
a) 044087738
b) 044087783

17 Read the email below and choose the best sentence order for the email.

Dear Mr Walev,

1. I am writing to request more information about the paper you produce in your factory outside of Sofia. At the trade fair you told me the paper that you specialize in could be perfect for our products.
2. Could you please send us a detailed price list as well as your terms of sale? Please also let us know if you offer discounts for large orders.
3. I represent RePrintS in Dortmund, Germany. I met you at the trade fair in Stockholm last spring.
4. Last year our sales rose sharply. For this reason we are asking for information from several new suppliers.

Sincerely,
Josef Mueller

- a) 3, 1, 4, 2
- b) 1, 3, 4, 2
- c) 3, 1, 2, 4
- d) 3, 4, 1, 2

18 Who says what?

1. If we increase our order to 10,000 units, we'd like a quantity discount of 5%.
 2. Is it possible to order the item in the colour blue instead of black?
 3. If you can't reach me, Julian can assist you with placing the order.
 4. I wanted to confirm that you got the quotation I sent.
- a) customer
 - b) supplier

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19 Complete the gaps with the correct verb forms using the words in brackets.

1. If you ... (place) your order by the end of the month, we ... (give) you an extra discount of 5%.
2. If you ... (not/place) your order by the end of the month, we ... (not/have) enough time for production.
3. Your account number ... (be) secure if you ... (pay) through our website.
4. If I ... (accept) your delivery date, will you ... (agree) to a payment period of 90 days?

20 Complete the gaps with the correct verb forms using the verbs in brackets.

1. We hope ... (receive) your answer soon.
2. I am writing ... (request) a quotation.
3. We prefer ... (meet) with the sales representative in our Warsaw office.
4. Monika agreed ... (send) me the invoice by email.

21 Listen to the dialogue. Are the statements true or false?

1. Carol sent Jared the quotation.
2. Jared wants to order 40 units.
3. Jared's last name is PERK.
4. Jared wants to receive the order in ten business days.

22 Choose the correct form of the verb to fill the gaps.

1. Maria ... the supplier yesterday.
a) called
b) has called
2. Jose ... with the customs authorities already.
a) has spoken
b) spoke
3. The goods ... the warehouse yet.
a) didn't leave
b) haven't left

4. The supplier ... the goods on Wednesday.
a) has shipped
b) shipped

23 Match the questions with the correct answers.

1. Did you contact the customer?
 2. Has Cara signed the delivery note?
 3. Have you received the customs clearance certificate?
 4. Did Cara have to pay an extra charge?
- a) No, I haven't.
b) No, she hasn't.
c) Yes, I did.
d) Yes, she did.

24 Read the dialogue. Choose the correct sentences to fill the gaps.

Adam: Hello, TRG Plastics, this is Adam. How can I help you?

1. Kim: Hello. This is Kim Brightley from Packaging Pros. ... The online tracking says that the order has been delivered, but it's not here.
a) I apologize for the inconvenience.
b) I'll get back to you as soon as possible.
c) I'll try to find out what the problem is.
d) Thank you for checking into the problem.
e) Unfortunately there's a problem with our order.
2. Adam: ... Could you please give me your tracking number and a phone number where I can reach you?
a) I apologize for the inconvenience.
b) I'll get back to you as soon as possible.
c) I'll try to find out what the problem is.
d) Thank you for checking into the problem.
e) Unfortunately there's a problem with our order.
3. Kim: Yes, the tracking number is ARB 1824, and my phone number is 0781204237.
Adam: Okay, I have tracking number ARB 1824 and phone number 0781204237. ...

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- a) I apologize for the inconvenience.
- b) I'll get back to you as soon as possible.
- c) I'll try to find out what the problem is.
- d) Thank you for checking into the problem.
- e) Unfortunately there's a problem with our order.

Kim: Thank you.

Adam: Hello, could I please speak with Kim Brightley? This is Adam from TRG Plastics calling about an order.

Kim: Speaking.

Adam: I have good news. There was a problem with the online tracking system. The delivery hasn't been delivered to any location yet. The shipment has left customs and is on its way to your plant.

- 4. Kim: ...
 - a) I apologize for the inconvenience.
 - b) I'll get back to you as soon as possible.
 - c) I'll try to find out what the problem is.
 - d) Thank you for checking into the problem.
 - e) Unfortunately there's a problem with our order.
- 5. Adam: ... The tracking information should be correct now.
 - a) I apologize for the inconvenience.
 - b) I'll get back to you as soon as possible.
 - c) I'll try to find out what the problem is.
 - d) Thank you for checking into the problem.
 - e) Unfortunately there's a problem with our order.

25 Match the word to its definition.

- 1. dispatch date
 - 2. tracking number
 - 3. arrival date
 - 4. delivery note
 - 5. customs clearance certificate
 - 6. invoice number
- a) The document number on a request for payment.
 - b) This document allows the goods to enter a country.
 - c) This document is signed by the customer's authorized person.
 - d) This number helps the customer to check on the delivery status.

- e) When the goods leave the supplier's warehouse or place of production.
- f) When the goods should reach the customer.

26 Choose the correct preposition.

- 1. I've worked as a department manager ... three years.
 - a) for
 - b) since
- 2. I've been responsible for overseeing the department budget ... May.
 - a) for
 - b) since
- 3. He's lived in Bremen ... six months.
 - a) for
 - b) since
- 4. Competition in our region has increased ... November.
 - a) for
 - b) since

27 Match the sentence beginnings and endings.

- 1. I am writing
 - 2. I am available
 - 3. If you require any
 - 4. You will find
 - 5. I have been
 - 6. I have excellent
- a) details of my experience and education in my CV.
 - b) for an interview at any time.
 - c) further information, please feel free to contact me.
 - d) in response to your advertisement.
 - e) interpersonal skills.
 - f) with my present company for six years.

28 Listen to two short conversations. Joan interviews two candidates for the position of project manager. Choose the correct names to fill the gaps.

1. ... has 10 years of experience as a project manager.
a) Karen
b) Sebastian
2. ... has worked with MS Project.
a) Karen
b) Sebastian
3. ... meets with her/his colleagues after work.
a) Karen
b) Sebastian
4. ... has never worked abroad.
a) Karen
b) Sebastian

29 Complete the gaps with the correct prepositions.

1. The sales manager will be responsible ... coordinating a sales team of four people.
2. First, please tell us something ... your current job.
3. The person we are looking for should have at least two years ... work experience.
4. For the past year, the firm has focused ... team-building.
5. Experience ... quality management is necessary.
6. The company is interested ... targets.
7. I got two weeks of training ... the computer system.

30 Look at the email below and choose the best sentence order.

Dear Ms Gross,

1. Please let me know if you can meet with me on Friday, June 3 at 2 pm.
2. We would like to invite you for an interview.
3. If you require any further information, please feel free to contact me.
4. Thank you for your application for the position of office assistant.

Sincerely,
Jennifer Wilson

- a) 4, 2, 1, 3
- b) 2, 4, 1, 3
- c) 4, 1, 2, 3
- d) 2, 1, 3, 4

Antwortblatt

Name:

Datum:

1

1. _____

2. _____

3. _____

4. _____

_____ / 4 Punkten

2

1. _____

2. _____

3. _____

4. _____

_____ / 4 Punkten

3

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

_____ / 6 Punkten

4

1. _____

2. _____

3. _____

4. _____

_____ / 4 Punkten

5

1. _____

2. _____

3. _____

4. _____

5. _____

_____ / 5 Punkten

6

1. _____

2. _____

3. _____

4. _____

_____ / 4 Punkten

7

1. _____

2. _____

3. _____

_____ / 3 Punkten

8

1. _____

2. _____

3. _____

4. _____

_____ / 4 Punkten

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9

1. _____
2. _____
3. _____
4. _____

_____ / 4 Punkten

10

1. _____
2. _____
3. _____
4. _____

_____ / 4 Punkten

11

1. _____
2. _____
3. _____
4. _____

_____ / 4 Punkten

12

1. _____
2. _____
3. _____
4. _____

_____ / 4 Punkten

13

1. _____
2. _____
3. _____
4. _____

_____ / 4 Punkten

14

1. _____
2. _____
3. _____
4. _____

_____ / 4 Punkten

15

1. _____
2. _____
3. _____
4. _____

_____ / 4 Punkten

16

1. _____
2. _____
3. _____
4. _____

_____ / 4 Punkten

Einstufungstest A2

17

1. _____
2. _____
3. _____
4. _____

_____ / 4 Punkten

18

1. _____
2. _____
3. _____
4. _____

_____ / 4 Punkten

19

1. _____ | _____
2. _____ | _____
3. _____ | _____
4. _____ | _____

_____ / 8 Punkten

20

1. _____
2. _____
3. _____
4. _____

_____ / 4 Punkten

21

1. True ☐ False ☐
2. True ☐ False ☐
3. True ☐ False ☐
4. True ☐ False ☐

_____ / 4 Punkten

22

1. _____
2. _____
3. _____
4. _____

_____ / 4 Punkten

23

1. _____
2. _____
3. _____
4. _____

_____ / 4 Punkten

24

1. _____
2. _____
3. _____
4. _____
5. _____

_____ / 5 Punkten

Einstufungstest A2

25

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

_____ / 6 Punkten

26

1. _____
2. _____
3. _____
4. _____

_____ / 4 Punkten

27

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

_____ / 6 Punkten

28

1. _____
2. _____
3. _____
4. _____

_____ / 4 Punkten

29

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

_____ / 7 Punkten

30

_____ / 1 Punkt

Auswertung

Ab 120 Punkten:

Ausgezeichnet! Sie sind in dieser Niveaustufe absolut sicher. Wir empfehlen Ihnen den Besuch eines Kurses, der mit *Basis for Business B1* anfängt.

Ab 86 Punkten:

Ihre Kenntnisse auf der Niveaustufe B1 des CEF sind gut. Um Ihre Kenntnisse weiter zu festigen und evtl. vorhandene Wissenslücken zu schließen, empfehlen wir den Besuch eines Kurses, der ungefähr mit der zweiten Hälfte des Kursbuches *Business English for Beginners A2* anfängt.

Unter 86 Punkten:

In dieser Niveaustufe sind Sie noch unsicher. Wir empfehlen den Besuch eines Kurses, der mit dem Kursbuch *Business English for Beginners A2* anfängt.

Einstufungstest A2

Lösungsblatt**1**

1. older
2. friendlier
3. most comfortable
4. best

2

1. b
2. a
3. d
4. c

3

1. a
2. b
3. b
4. a
5. b
6. a

4

1. a
2. c
3. b
4. b

5

1. b
2. b
3. a
4. b
5. b

6

1. b
2. b
3. a
4. a

7

1. a
2. b
3. a

8

1. b
2. a
3. b
4. a

9

1. b
2. a
3. d
4. c

10

1. b
2. b
3. a
4. a

11

1. b
2. d
3. a
4. c

12

1. b
2. b
3. a
4. b

13

1. a
2. a
3. a
4. a

14

1. b
2. d
3. a
4. c

15

1. b
2. a
3. a
4. b

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16

1. b
2. b
3. a
4. a

17 a**18**

1. a
2. a
3. b
4. b

19

1. place | will give / 'll give
2. do not place / don't place | will not have / won't have
3. will be / 'll be | pay
4. accept | agree

20

1. to receive
2. to request
3. meeting
4. to send

21

1. false
2. false
3. false
4. correct

22

1. a
2. a
3. b
4. b

23

1. c
2. b
3. a
4. d

24

1. e
2. c
3. b
4. d
5. a

25

1. e
2. d
3. f
4. c
5. b
6. a

26

1. a
2. b
3. a
4. b

27

1. d
2. b
3. c
4. a
5. f
6. e

28

1. b
2. a
3. a
4. b

29

1. for
2. about
3. of
4. on
5. in
6. in
7. on

30 a