



BASIS FOR BUSINESS

B1

EINSTUFUNGSTEST

Cornelsen

Bitte tragen Sie die Lösungen auf dem Antwortblatt ein.

Modul 1

1 Complete the gaps with the correct form of the verb.

1. I usually work in the Berlin office, but this month I ... in Munich.
a) 'm working
b) work
2. I ... about 20 emails a day.
a) am writing
b) write
3. At the moment I ... to Katarina in our Prague office.
a) 'm writing
b) write
4. Every day I ... from eight in the morning to about six at night.
a) 'm working
b) work

2 Use the verbs in brackets to complete the sentences. Use either the *simple present* or the *simple present passive* form.

1. Our products ... at teenagers who love going to the movies. (target)
2. We ... our products at movie theaters and online. (sell)
3. Most of our products ... online. (sell)
4. My department ... with logistics - moving goods around. (deal)

3 Terri introduces herself to a new employee. Listen to the dialogue. Are the statements below true or false?

1. Terri works in IT.
2. Steve supervises Glen.
3. Rachel Goldstein reports to the Vice President of Finance.
4. Leslie Kim is the Vice President of Finance.

4 Choose the correct questions or answers.

1. I worked at the Sucre Institute.
a) Where worked you before you joined NSW?
b) Where did you work before you joined NSW?
2. It produces ovens for restaurants.
a) What does your current company produce?
b) What produces your current company?
3. I'm sorry, can you help me?
a) I'm sorry, I can't help you.
b) I'm sorry, I don't can't help you.
4. Please tell me about your first job.
a) I became my first job in 1999.
b) I got my first job in 1999.

5 Read the dialogue and fill the gaps with the correct verbs.

- Q: Why should we hire you for this job?
A: Well, I think you should hire me for this job because I can (1) ... my current job very easily.
I can (2) ... good working relationships and (3) ... a team. I communicate with suppliers and am able to (4) ... the best deals. In addition, I am able to (5) ... tasks to members of the team so we always (6) ... our deadlines.
- a) create
 - b) delegate
 - c) get
 - d) handle
 - e) lead
 - f) meet

6 During a phone call, who says the questions and statements below, the caller or the person who answers?

1. Could you put me through to ...?
2. Can he call you back later?
3. Can I leave a message?
4. Can you take a message?
5. I'll give her the message when she returns.
6. Could you call back later?

- a) caller
- b) person who answers the phone

7 Complete the sentences with *don't have to*, *must* or *mustn't*.

1. You ... pick up the visitors at the airport. Zelda will do it.
a) don't have to
b) must
c) mustn't
2. You ... smoke outside. Smoking is not allowed in any part of the building.
a) don't have to
b) must
c) mustn't
3. You ... wear protective clothing during the tour. We are not going into the production area.
a) don't have to
b) must
c) mustn't
4. You ... open the door until we are all ready to walk in. We must keep the air in the laboratory as clean as possible.
a) don't have to
b) must
c) mustn't

8 Complete the sentences with the correct form of the verbs in brackets (simple past or past continuous)

1. While we ... the tour with Juan, Sue's phone ... (take / ring)
2. Yesterday PLW ... that they will expand their product range. (announce)

3. Because their market share ..., our main competitor ... an innovative product. (decrease / launch)

9 Read the text. Fill in the gaps with the correct word.

Ian:
Carmen, could you please tell Thomas about today's schedule?

Carmen:

1. Yes, of course. ... we'd like to show you around the offices.
a) First
b) Following
c) Then
2. ... our head of R&D, Dr. Ortiz, is going to update you on our latest research and development efforts.
a) During
b) Following
c) Then
3. ... you meet with him, we'll have lunch in the canteen.
a) After
b) Following
c) Then
4. ... lunch, we'll show you around some of our laboratories.
a) During
b) Following
c) Finally
5. ... the tour, you'll have a chance to ask the scientists about their research if you have any specific questions.
a) During
b) Finally
c) Then
6. ..., we'd like to invite you to dinner in the city tonight. Now that you've arrived in Argentina, we thought you'd like to try a real Argentinian steak.
a) After
b) During
c) Finally

10 Read the dialogue. Complete the gaps with the correct forms of *will* or *be going to*.

- A: So, what does your calendar look like this week?
 B: Well, on Wednesday I ... (1) meet with Mr. Singh from Trete Enterprises.
 A: Oh, Mr. Singh. He's one of my favorite clients. What ... (2) discuss?
 B: Let me look at the file. Here it is. The updated terms and conditions for their online store, the contract they have with one of their suppliers, and their end of year report. If we look at their sales this year so far, it looks like this year's figures ... (3) be much better than last year's.
 A: The year-end report? It sounds like my department should get involved as well. I think I ... (4) check with Sabrina. Maybe I should attend the meeting too. I ... (5) call you after I talk with her.
 B: Sounds good.

11 What is the correct sentence order? Rewrite the sentences below.

1. year / Prices / last / steadily / rose
2. a / must / They / press / quickly / conference / organize

12 Mark the phrases you hear in the dialogue on the answer sheet.

1. Could you tell us about ...
2. Could you bring us up to speed ...
3. Can I ask a question ...
4. Wait a minute ...
5. In my opinion ...
6. What's your opinion ...

13 Complete the gaps using the correct forms of the verbs in brackets.

1. If you ... [order] 50 units, you ... (get) a 5 % discount.
2. You ... (receive) the goods on Friday if you ... [order] by 10 am today.
3. You ... [get] a bonus if you ... [sell] 5,000 units before June 30.
4. If you ... [give] me your email address, I ... [send] you our terms and conditions in writing.

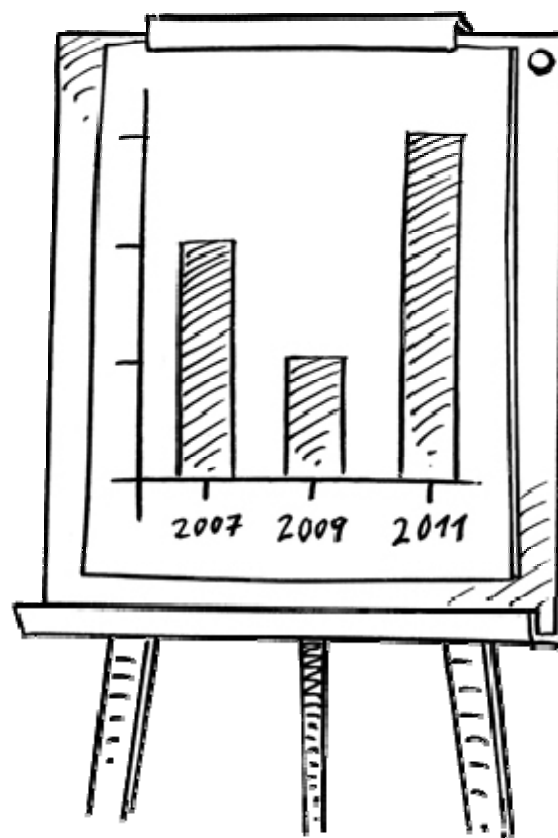
14 Complete each statement with the correct phrase.

1. We agreed to the price they wanted, but they didn't agree to our terms and conditions. We need to look for a new supplier.
 a) It was win-win.
 b) It was win-lose.
 c) We reached the walk-away point.
2. They were happy with the final price, and we were happy with the terms and conditions.
 a) It was win-win.
 b) It was win-lose.
 c) We reached the walk-away point.
3. We couldn't offer our equipment for a lower price. They demanded a lower price, so it didn't make sense for us to continue the negotiation.
 a) It was win-win.
 b) It was win-lose.
 c) We reached the walk-away point.
4. They got an excellent price, and we definitely have a new long-term client.
 a) It was win-win.
 b) It was win-lose.
 c) We reached the walk-away point.

Einstufungstest B1

15 Look at the graph and complete the gaps with the correct years.

1. We sold the fewest units in ...
 - a) 2007
 - b) 2009
 - c) 2011
2. In ... we sold more than in 2007.
 - a) 2007
 - b) 2009
 - c) 2011
3. We sold fewer units in ... than in 2007.
 - a) 2007
 - b) 2009
 - c) 2011
4. Sales in 2007 were good, but the best sales were in ...
 - a) 2007
 - b) 2009
 - c) 2011



Modul 2

16 Choose the correct sentences (a–b) and the appropriate answers (c–d).

1.
 - a) Did you meet the new employee yesterday?
 - b) Have you met the new employee yesterday?
 - c) Yes, I did.
 - d) Yes, I have.
2.
 - a) Did you already send the report?
 - b) Have you already sent the report?
 - c) Yes, I did.
 - d) Yes, I have.
3.
 - a) Yes, I lived in many different countries.
 - b) Yes, I've lived in many different countries.
 - c) I lived in Ireland in 2009.
 - d) I have lived in Ireland in 2009.
4.
 - a) I didn't phone the New York office yet.
 - b) I haven't phoned the New York office yet.
 - c) Sue phoned them at 9 am.
 - d) Sue has phoned them at 9 am.

17 Sebastian asks Maria about her schedule this week. Complete her answers with the correct form (*simple present* or *present continuous*) of the verbs in brackets.

Sebastian:

What does your schedule look like this week?

Maria:

Well, I'm in the office until Wednesday. On Thursday I ... (1) clients in Prague, and then I ... (2) Bernd Fraser from our Prague office. (meet / meet)

Sebastian:

What time is your flight?

Maria:

My flight ... (3) for Prague at 7 am. (leave)

Sebastian:

When does the first meeting start?

Maria:

The first meeting ... (4) at 11 am. (start)

18 Match the statements to make short dialogues.

1. I was wondering if you could make it later this morning instead of at 10.
 2. Well, shall we pencil in Friday at 3?
 3. Unfortunately, something unexpected has come up, and I'm afraid I won't be able to make our appointment next week.
 4. Next Thursday would be fine. How about at around 9 am again?
- a) Shall we bring it forward to this week?
 - b) Yes, let's do that.
 - c) That might be a little early. Could we try 11 am instead?
 - d) Sorry, but I have an early lunch appointment with a client.

19 Fill in the gaps using the correct form (*simple past*, *present perfect*, *present perfect passive*) of the verbs in brackets.

1. Turnover ... by 10 % since May. (increase)
2. Three new employees ... this week. (hire)
3. The market share sharply ... last year. (decrease)
4. The offer ... by the client. (accept)

20 Complete the sentences with the correct words.

1. Was there ... feedback on the presentation?
2. I'll get you ... water.
3. Have you heard ... from the team leader about the kick-off meeting?
4. I think ... is wrong with my webcam.
 - a) any
 - b) anything
 - c) some
 - d) something

21 Complete the sentences with the correct words.

1. Could I
2. I'm sorry to say
3. I'd like
4. I'm afraid,
 - a) to have the salad for my starter.
 - b) that's not what we ordered.
 - c) have a glass of wine, please?
 - d) my soup is cold. Would it be possible to warm it up?

22 Fill in the gaps using the *simple past* or *past perfect* of the verbs in brackets.

By the time we ... (1), the presentation ... (2). (arrive / begin)
 We ... (3) to end the negotiation by 1 pm, but it ... (4) at 3 pm. (hope / end)
 She ... (5) that the restaurant ... (6) in May. (not know / close)

23 Choose the correct linking words (a- d) to complete the text.

Dear Doug,

I attended the auto show over the weekend and was surprised to see that the new car radio by KMR has features that are very similar to the radio we plan to launch next year.

KMR's radio has additional features as well. ... (1), their model allows the people sitting in the front of the car and the people sitting in the back of the car to listen to two different songs or radio stations at the same time. ... (2), they promise to start delivering this new model in eight weeks! ... (3) our model has some other features, such as downloading music from the internet, we still have reason to be worried. ... (4), I think we should try to bring our production date forward. Shall we meet to discuss this possibility?

Best,
Gerald

- a) As a result
- b) Despite the fact that
- c) For instance
- d) Furthermore

24 Listen to the text and complete the phrases below.

- 1. technologically ...
- 2. ... friendly
- 3. beautiful ...
- 4. comfortable ...
- 5. ... to operate

25 Complete the dialogue using the verbs in brackets (*present perfect continuous* or *simple past*).

Jackie:

Thank you for contacting me about your services, Mr. Torres.

Andre:

You're welcome. Well, I ... (1) the market for a few years. (study)

I ... (2) to meet with you today because I see that your firm ... (3) its range of services over the past few months. (ask / expand)

I think your firm has some interesting possibilities for further growth.

Jackie:

That's good to hear. We ... (4) offering additional services in July. (start)

Since then we ... (5) to develop key accounts. (try)

Andre:

And I can help you with that. I ... (6) as a consultant in this area for over 10 years. (work)

Jackie:

What do you propose?

26 Use the words below to form sentences.

- 1. like / letter / look / this / at / to / I'd / you
- 2. quickly / local / him / We / culture / to / to / the / adapt / expect
- 3. conference / She / firm / hold / advised / a / the / to / press

27 Below are sentences from emails. Fill the gaps with the correct word.

- 1. ... you have any questions, please let me know.
 - a) If
 - b) When
- 2. Please let me know ... you need the goods to arrive.
 - a) if
 - b) when

Einstufungstest B1

3. ... you need them before Tuesday, we can send them express delivery.
a) If
b) When
4. Luigi asked ... you are meeting with the client tomorrow.
a) if
b) when
5. ... you are, could you please tell him when?
a) If
b) When
6. Patricia wants to know ... your dinner meeting last night was successful. Please call her as soon as you read this.
a) if
b) when

28 Complete the gaps.

1. If I approve this plan, we ... also need to have a back-up plan.
a) will
b) would
2. We ... lose a lot of business if we didn't react quickly to orders.
a) will
b) would
3. If we missed a deadline, we ... lose future contracts.
a) can
b) could
4. We ... decrease delivery time if we move our distribution centre closer to our main production site.
a) can
b) could

29 Complete the sentences with *in case* or *unless*.

1. We will not be able to fill the orders ... we open a secondary production site.
a) in case
b) unless
2. We need to be prepared ... demand increases rapidly.
a) in case
b) unless
3. We must have a back-up plan ... the stock runs low.
a) in case
b) unless
4. We won't increase our market share ... we increase the budget.
a) in case
b) unless

30 Connect the words to their definitions.

1. appreciation
 2. market share
 3. copycat producer
 4. fixed asset
-
- a) the amount of services/products a company sells compared with other companies selling the same thing in the same market
 - b) items of value that a company owns, normally for a longer period of time
 - c) a company which makes products that are not original but instead very similar to products from other companies
 - d) when things increase in value over time

Antwortblatt

Name:

Datum:

1

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

_____ / 4 Punkten

2

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

_____ / 4 Punkten

3

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

_____ / 4 Punkten

4

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

_____ / 4 Punkten

5

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

_____ / 6 Punkten

6

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

_____ / 6 Punkten

7

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

_____ / 4 Punkten

Einstufungstest B1

8

1. _____
2. _____
3. _____

_____ / 5 Punkten

9

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

_____ / 6 Punkten

10

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

_____ / 5 Punkten

11

1. _____
2. _____

_____ / 2 Punkten

12

	In the dialogue
1. Could you tell us about ...	
2. Could you bring us up to speed ...	
3. Can I ask a question ...	
4. Wait a minute ...	
5. In my opinion ...	
6. What's your opinion ...	

_____ / 6 Punkten

13

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

_____ / 8 Punkten

14

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

_____ / 4 Punkten

Einstufungstest B1

15

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

_____ / 4 Punkten

16

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

_____ / 8 Punkten

17

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

_____ / 4 Punkten

18

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

_____ / 4 Punkten

19

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

_____ / 4 Punkten

20

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

_____ / 4 Punkten

21

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

_____ / 4 Punkten

22

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

_____ / 6 Punkten

Einstufungstest B1

23

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

_____ / 4 Punkten

24

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

_____ / 5 Punkten

25

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

_____ / 6 Punkten

26

1. _____
2. _____
3. _____

_____ / 3 Punkten

27

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

_____ / 6 Punkten

28

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

_____ / 4 Punkten

29

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

_____ / 4 Punkten

30

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

_____ / 4 Punkten

Einstufungstest B1

Auswertung

Ab 128 Punkten:

Ausgezeichnet! Sie sind in dieser Niveaustufe absolut sicher.

Wir empfehlen Ihnen den Besuch eines Kurses, der mit *Basis for Business B2* anfängt.

Ab 92 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 mit der zweiten Hälfte des Kursbuches *Basis for Business B1* anfängt.

Unter 92 Punkten:

In dieser Niveaustufe sind Sie noch unsicher. Wir empfehlen den Besuch eines Kurses, der mit dem Kursbuch *Basis for Business B1* anfängt.

Einstufungstest B1

Lösungsblatt

1

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

2

1. are targeted
2. sell
3. are sold
4. deals

3

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

4

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

5

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

6

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

7

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

8

1. were taking | rang
2. announced
3. was decreasing | launched

9

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

10

1. 'm going to | am going to
2. are you going to | 're you going to
3. are going to
4. 'll | will
5. 'll | will

11

1. Prices rose steadily last year.
2. They must quickly organize a press conference.
They must organize a press conference quickly.

12

	In the dialogue
1. Could you tell us about ...	
2. Could you bring us up to speed ...	✓
3. Can I ask a question ...	✓
4. Wait a minute ...	✓
5. In my opinion ...	✓
6. What's your opinion ...	

13

1. order | will get
2. will receive | order
3. will get | sell
4. give | will send

14

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

Einstufungstest B1

15

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

16

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

17

1. 'm meeting / am meeting
2. 'm meeting / am meeting
3. leaves
4. starts

18

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

19

1. has increased
2. have been hired
3. decreased
4. has been accepted

20

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

21

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

22

1. arrived
2. had begun
3. had hoped
4. ended
5. didn't know
6. had closed

23

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

24

1. advanced
2. environmentally
3. to look at
4. to sit in
5. easy

25

1. 've / have been studying
2. asked
3. 's / has been expanding
4. started
5. 've / have been trying
6. 've / have been working

26

1. I'd like you to look at this letter.
2. We expect him to adapt to the local culture quickly.
3. She advised the firm to hold a press conference.

27

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

28

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

29

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

30

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