

IME I PREZIME: \_\_\_\_\_

BROJ INDEKSA: \_\_\_\_\_

DATUM: \_\_\_\_\_



**ENGLSKI JEZIK 1: PRIPREMA**

**I Put the given verbs into the appropriate form: (24 points)**

1. \_\_\_\_\_ (sign, you) the employment contract yet?
2. According to the budget, our department \_\_\_\_\_ (have) quite a few new projects.
3. I am sorry, I can't hear you. Everybody \_\_\_\_\_ (talk) so loudly.
4. The company I work for \_\_\_\_\_ (provide) Internet services.
5. When I came to the venue there were many associates who \_\_\_\_\_ (arrive) before me.
6. I \_\_\_\_\_ (prepare) the invoice, when my computer suddenly crashed.
7. What is that sound? It's driving me crazy! It \_\_\_\_\_ (ring) for more than twenty minutes.
8. When I arrived at the theater, Kathy \_\_\_\_\_ (pick up/already) the tickets and she \_\_\_\_\_ (wait) for us near the entrance.
9. I cannot finish this on time. \_\_\_\_\_ (you, help) me?
10. The CEO \_\_\_\_\_ (sign, already) a new office procedure manual.
11. When \_\_\_\_\_ (the flight to Vienna, depart)?

**II Write the following in words: (12 points)**

1. 0.0852 \_\_\_\_\_
2. 15.927\$ \_\_\_\_\_
3. 2019.(year) \_\_\_\_\_
4. -10°C \_\_\_\_\_
5. 23<sup>rd</sup> May \_\_\_\_\_
6. £12K \_\_\_\_\_

**III Circle the correct answer: (24 points)**

1. We are a firmly \_\_\_\_\_ oriented company so our main goal is to earn as much money as we can.  
a) price                      b) client                      c) technology                      d) profit
2. To reply to an advertisement is to \_\_\_\_\_ for a job.  
a) apply                      b) interview                      c) employ                      d) hire
3. I phoned to check on my application, but they said they had already \_\_\_\_\_ someone.  
a) headhunted                      b) offered                      c) applied                      d) recruited
4. You should make eye \_\_\_\_\_ with the interviewer when you introduce yourself.  
a) sight                      b) meet                      c) contact                      d) connection
5. An \_\_\_\_\_ is a written plan which shows the order of topics to be discussed at the meeting.  
a) rapport                      b) agenda                      c) proposal                      d) list
6. Please feel free to \_\_\_\_\_ me if you have any questions at any time.  
a) comply                      b) indicate                      c) recommend                      d) interrupt
7. When you hand in your notice you formally \_\_\_\_\_ from a position.  
a) recover                      b) refer                      c) resign                      d) reroute
8. It was decided to \_\_\_\_\_ the meeting until after lunch.  
a) interrupt                      b) finish                      c) hold                      d) adjourn
9. We assess candidate's intelligence and personality by \_\_\_\_\_ test.  
a) psychometric                      b) physical                      c) talent                      d) psycho
10. I am writing to apply for the position with \_\_\_\_\_ to your advertisement in...  
a) refference                      b) reply                      c) reference                      d) referee
11. IBM provides a variety of networking \_\_\_\_\_ for its clients.  
a) salutations                      b) situations                      c) solutions                      d) solvents
12. It is the CEO's job to \_\_\_\_\_ the company.  
a) complain                      b) comply                      c) run                      d) execute
13. When the candidate is interviewed by several people at once we call that a \_\_\_\_\_ interview.  
a) stress                      b) group                      c) screening                      d) panel
14. When people sit together in order to gather as many ideas for business purpose this is called \_\_\_\_\_.  
a) gathering                      b) allocating                      c) brainstorming                      d) adjourning
15. She made sure that everyone was able to express their points of \_\_\_\_\_.  
a) impression                      b) view                      c) idea                      d) opinion
16. The management decided to accept the proposals put forward \_\_\_\_\_.  
a) altogether                      b) unanimously                      c) completely                      d) together
17. The journey took ages. We were stuck in a traffic \_\_\_\_\_ as soon as we left the airport.  
a) block                      b) queue                      c) hold-up                      d) jam

18. Please send us a copy of her \_\_\_\_\_ so that we can arrange transport.  
 a) route                      b) itinerary              c) map                      d) journey
19. This meeting was \_\_\_\_\_. Everyone was obliged to come.  
 a) confidential              b) punctual              c) exceptional              d) mandatory
20. If you don't know your contact's number, look it up in the telephone \_\_\_\_\_.  
 a) directory                      b) trunk code              c) operator                      d) subscriber
21. The members were asked to \_\_\_\_\_ on the proposal to introduce flextime.  
 a) conclude                      b) opt                      c) vote                      d) adopt
22. Good morning ladies and gentlemen, and welcome to our \_\_\_\_\_ on the dynamics of motivation.  
 a) gathering                      b) presenting              c) session                      d) session
23. Wearing the \_\_\_\_\_ clothing makes a good first impression.  
 a) appreciate                      b) applicable                      c) appropriate                      d) appealing
24. \_\_\_\_\_ e-mails is common so make sure to keep it to the point.  
 a) screening                      b) scrolling                      c) skiing                      d) skimming

**II Match the words and the definitions: (15 points)**

- |                 |  |
|-----------------|--|
| recruit         | A a company controlled by another larger company                                       |
| accountant      | B to assign roles or tasks to certain people   |
| competitor      | C people who are paid to work for somebody   |
| agenda          | D a list of matters to be discussed at a meeting                                       |
| allocate        | E direction you hope your career will take   |
| set the tone    | F a list of people who have been judged as the most suitable for a job                 |
| career prospect | G to start   |
| overdraft       | H goals to accomplish  |
| shortlist       | I a person who tries to be better than others  |
| subsidiary      | J the amount of money borrowed from a bank, greater than that which is in your account |
| objectives      | K a written record of what was said at a meeting                                       |
| commence        | L to close a meeting   |
| adjourn         | M someone who keeps or checks financial records  |
| minutes         | N to establish a particular mood for something   |
| employees       | O to persuade someone to work for a company  |