

IME I PREZIME: _____
BROJ INDEKSA: _____
DATUM: _____

/50

ENGLISKI JEZIK 1: PRIPREMA za pismeni ispit - REŠENJA (THE KEY)

I Put the given verbs into the appropriate form: (12 points)

1. I think we **will finish** the project tomorrow.
2. He cannot talk to you now. He **is preparing** the minutes.
3. Anna **has been writing** her Cv all day.
4. Our company **always meets** the deadlines but we **are facing** many delays during the current project.
5. **Has Jim completed** the analysis so far?
6. When **does AGM start**?
7. Jane **was finishing** the report, when the computer **broke down** last night because of the storm.
8. Our HQ is in Austria, but we **have** many branch offices worldwide.
9. My colleague **is always using** my computer!
10. The HR assistant **had already interviewed** the candidates before I came on last Friday and they **were waiting** for me to start the psychometric test.
11. Where **were you** last night when I **was writing** the budget proposal?
12. Look at the clouds! **It is going to rain.**

II Write the following in words: (4 points)

1. 0.0468 **nought (zero) point oh four six eight**
2. 15. 237£ **fifteen thousand two hundred and thirty-seven pounds**
3. 2003 (year) **two thousand and three**
4. -20°C **minus twenty degrees Celsius (twenty degrees below zero)**
5. June 12th **the twelfth of June (June the twelfth)**
6. €30k **thirty thousand euros**
7. 0:40 (tennis) **love forty**
8. 11:45 (time) **a quarter to twelve**

III Circle the correct answer: (3 points)

1. The news *are/is* shocking.
2. The customs *were/was* in the right part of the airport terminal.
3. Twenty thousand euros *are/is* stolen.
4. She gave us some useful *advices/advice*?
5. The criteria *have been/has been* very strict.
6. The letter of credit is *mean/means* of payment.

IV Fill in the correct answer: (3 points)

1. This is **the most difficult** project I've worked on.
2. The terminal was **farther** than it was shown at the displays.
3. Viruses are becoming **cleverer and cleverer** as time goes on.
4. **Unlike** him, I enjoy traveling.
5. **The less** you have, **the more** you need.
6. The accident was **worse** than he thought it was.

V Complete the sentence with suitable preposition: (3 points)

1. Please contact me **at** your earliest convenience.
2. I came **in** time to hear her speak. (at the last moment)
3. They always come **on** time. (at the right time)
4. His contract was terminated **on** May 2023.
5. You will soon learn to deal **with** angry customers.
6. **In** fact, weather forecast hasn't been reliable lately.

VI Circle the correct answer: (25 points)

1. A breach of contract entitles the other party to sue for _____.
a) money **b) damages** c) breach d) termination
2. It was decided to _____ the meeting until further notice.
a) interrupt b) finish c) hold **d) adjourn**
3. We assess candidate's intelligence and _____ by psychometric test.
a) person b) perception **c) personality** d) psyche
4. The CEO accepted the proposals put forward _____.
a) altogether **b) unanimously** c) completely d) together
5. From the _____ it appears that everyone is in favor of a short break.
a) show of hands b) participants c) proxy vote d) verification
6. In pyramidal structure of a company employees know who their boss is, and who their _____ are.
a) colleagues b) team **c) subordinates** d) superiors
7. Wearing the _____ clothing makes a good first impression at a job interview.
a) appreciate b) applicable **c) appropriate** d) appealing
8. If I _____, I think we should focus on the agenda.
a) agree **b) may** c) can d) contribute
9. A person has the right to have inaccurate info about them _____ or destroyed.
a) changed **b) amended** c) corrected d) edited
10. With _____ to your letter, we are pleased to inform you about the successful finalization of the project.
a) refference b) referent **c) reference** d) request
11. The company checks background, working experience and qualifications after it _____ few candidates.
a) recruits b) interviews **c) shortlists** d) tests
12. 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
13. The _____ Department arranges transport of goods and materials.
a) Quality b) Technical c) Legal **d) Logistics**
14. _____ means that you should pay attention to a certain information.
a) cc b) ASAP c) FYI **d) N.B.**
15. If you only make enough money to cover your costs you're just _____.
a) get by b) borrowing **c) getting by** d) making ends meet
16. If your bags are overweight you may be charged an _____ baggage fee.
a) extra b) excessive **c) excess** d) extreme
17. Lend your money, _____ your friend.
b) loose **b) lose** c) lost d) like
18. The amount of money borrowed from a bank greater than that in your account is _____.
a) commission b) investment **c) overdraft** d) deposit
19. The customer demanded a _____ when he discovered a part of equipment was missing.
a) return b) repair c) reply **d) refund**
20. _____ payment is when a customer has to pay for the goods before they are shipped.
a) Invoice b) Cash c) Investment **d) Advance**
21. A _____ should be attached to a letter of complaint.
a) photo **b) receipt** c) receipt d) receipt
22. If personal data is used for the purposes you had not agreed to, it is used without your _____.
a) will **b) consent** c) consensus d) acceptance
23. Our company driver will _____ at the airport.
a) take you out b) run you off **c) pick you up** d) look after
24. The market's far too _____-sensitive to stand an increase in service charges.
a) profit b) client c) quality **d) price**
25. Please send us a copy of his _____ so everyone knows his travelling details.
a) route b) map c) journey **d) itinerary**