

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

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

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

**/50**

**ENGLISKI JEZIK 1: PRIPREMA za pismeni ispit**

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

1. I think we \_\_\_\_\_ (finish) the project tomorrow.
2. He cannot talk to you now. He \_\_\_\_\_ (prepare) the minutes.
3. Anna \_\_\_\_\_ (write) her Cv all day.
4. Our company \_\_\_\_\_ (always/meet) the deadlines but we \_\_\_\_\_ (face) many delays during the current project.
5. \_\_\_\_\_ (Jim, complete) the analysis so far?
6. When \_\_\_\_\_ (start, AGM)?
7. Jane \_\_\_\_\_ (finish) the report, when the computer \_\_\_\_\_ (break down) last night because of the storm.
8. Our HQ is in Austria, but we \_\_\_\_\_ (have) many branch offices worldwide.
9. My colleague \_\_\_\_\_ (always, use) my computer!
10. The HR assistant \_\_\_\_\_ (already, interview) the candidates before I came on last Friday and they \_\_\_\_\_ (wait) for me to start the psychometric test.
11. Where \_\_\_\_\_ (be/you) last night when I \_\_\_\_\_ (write) the budget proposal?
12. Look at the clouds! It \_\_\_\_\_ (rain).

**II Write the following in words: (4 points)**

1. 0.0468 \_\_\_\_\_
2. 15. 237£ \_\_\_\_\_
3. 2003 (year) \_\_\_\_\_
4. -20°C \_\_\_\_\_
5. June 12<sup>th</sup> \_\_\_\_\_
6. €30k \_\_\_\_\_
7. 0:40 (tennis) \_\_\_\_\_
8. 11:45 (time) \_\_\_\_\_

**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 \_\_\_\_\_ (difficult) project I've worked on.
2. The terminal was \_\_\_\_\_ (far) than it was shown at the displays.
3. Viruses are becoming \_\_\_\_\_ (clever) as time goes on.
4. \_\_\_\_\_ him, I enjoy traveling.
5. \_\_\_\_\_ (little) you have, \_\_\_\_\_ (much) you need.
6. The accident was \_\_\_\_\_ (bad) than he thought it was.

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

1. Please contact me \_\_\_\_\_ your earliest convenience.
2. I came \_\_\_\_\_ time to hear her speak. (at the last moment)
3. They always come \_\_\_\_\_ time. (at the right time)
4. His contract was terminated \_\_\_\_\_ May 2023.
5. You will soon learn to deal \_\_\_\_\_ angry customers.
6. \_\_\_\_\_ 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) reference                      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.  
a) 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