

Choose the right answer for the following definition: A person who is appointed to deal with financial or other matters on behalf of another person.

- A. nominee
- B. guarantor
- C. ombudsman
- D. franchiser

Choose the right answer for the following definition: The notifiable offence of telling lies when you have made an oath to say what is true in court.

- A. perjury
- B. tortfeasor
- C. negligence
- D. injunction

Complete the following definition with the right term: A \_\_\_\_\_ is a legal document setting up a limited company and giving details of its aims, capital structure, and registered office.

- A. memorandum of association
- B. memorandum of satisfaction
- C. power of attorney
- D. terms and conditions

Complete the following definition with the right term: When an overseas company (or an individual) cannot access its assets because a court order prevents it from doing so, this is known as a \_\_\_\_\_.

- A. freezing order
- B. burden of proof
- C. grievance procedure
- D. fundamental breach

Complete the following definition with the right term: The removal of someone from a job for a reason that cannot be justified, and which is in breach of contract, is called \_\_\_\_\_.

- A. wrongful dismissal
- B. compulsory liquidation
- C. unfair competition
- D. employer's liability

Read the note about company ABC Ltd, then decide which responsibility that the company should have for its employees is being ignored or abused: Factory-floor workers at ABC Ltd find it difficult to make ends meet. The cost of living is rising all the time, and the money they receive has not kept up with the rate of inflation.

- A. A company should pay a sustainable living wage to all of its employees.
- B. A company should provide equal pay for work of equal value.
- C. A company should ensure that its employees receive regular paid annual leave (and also maternity and compassionate leave when required).
- D. A company should provide adequate child-care facilities.

Look at the following situation and decide which crime is being or has been committed: Police believe the fire was started deliberately at around 2 o'clock this morning when burning paper was pushed through the letterbox. They are appealing for witnesses to the event.

- A. arson
- B. burglary
- C. abduction
- D. terrorism

Identify the set of crimes that are considered "public order offences".

- A. obscenity / unlawful assembly / obstruction of the police
- B. bribery / espionage / terrorism
- C. perjury / conspiracy / contempt of court
- D. blackmail / embezzlement / piracy

Choose the right definition for the word “alimony”:

- A. money that a court orders a father to pay regularly to his children until they are old enough to leave home
- B. money that a court orders a husband to pay regularly to his separated or divorced wife
- C. money that the state pays a married couple to help them pay for a divorce
- D. money that a married couple must save to pay for their children's education

Complete the following sentence with the appropriate word. In brackets, there is an explanation of the function of the missing word: Could you explain why the interest rate is quoted as 17% on the final page of the agreement you sent us, but as 15% \_\_\_\_\_? (listed or mentioned earlier in a document)

- A. thereinbefore
- B. herein
- C. hereby
- D. thereafter

Choose the second part of the word: Some special savings accounts are popular with small businesses because the interest paid is ex\_\_\_\_\_ from tax. (not required to pay, or not covered by law)

- A. empt
- B. tended
- C. itory
- D. tensional

Choose the correct terms to complete the following text: A contract can be defined as '\_\_\_\_\_ between two or more parties to create legal \_\_\_\_\_ between them'. Some contracts are made 'under \_\_\_\_\_': in other words, they are \_\_\_\_\_ and stamped by the parties involved).

- A. an agreement; obligations; seal; signed
- B. a document; connections; pressure; written
- C. an agreement; relations; cover; made
- D. a document; limits; a name; signed

Which of the following situations best describes the following responsibility that a company should have for its employees: A company should provide equal pay for work of equal value.

- A. Ron Smith and Emma Addams are sales executives for RJW Ltd. They both have the same qualifications and the same experience. Mr Smith receives £40,000 a year and Mrs Addams receives £34,000 a year.
- B. Factory-floor workers at RJW Ltd find it difficult to make ends meet. The cost of living is rising all the time, and the money they receive has not kept up with the rate of inflation.
- C. Ellie McKenzie, a machine operator for RJW Ltd, works 12 hours a day with only 20 minutes for lunch.
- D. Office assistant Tony White thinks his boss treats him badly. He wants to complain, but has no idea how to go about doing so. Nobody else seems to know what he should do either.

Which word in the following paragraph means “money offered corruptly to someone to get him to do something to help you”? A company should not offer, solicit or accept bribes or any other form of financial incentive that could undermine its integrity, and for the sake of its shareholders and other stakeholders it should be transparent in all its accounting and financial transactions.

- A. bribes
- B. incentive
- C. transactions
- D. integrity

Choose the best word to complete the sentence: A \_\_\_\_\_ order is a court order which tells a defendant not to do something while the court is still making a decision.

- A. restraining
- B. restriction
- C. limitation
- D. limiting

Read the following situation, then decide which crime has been, or is being, committed: "TV presenter: A bank account was opened in a false name in the Bahamas, and the cash deposited there. The funds were then sent by telegraphic transfer to another account in Switzerland, and the Bahamas account was closed. It was at this stage that the Metropolitan Police called in Interpol."

- A. money laundering
- B. deception of fraud
- C. bribery
- D. blackmail

Complete the text with the suitable words from the list: A company should not \_\_\_\_\_ against, or \_\_\_\_\_ local communities or individuals on the basis of \_\_\_\_\_, gender, culture, ethnicity, religion, class, sexual orientation or \_\_\_\_\_.

- A. discriminate; denigrate; race; disability.
- B. divide ; spoil ; experiment ; state.
- C. control; embrace; experience; discrimination.
- D. understand; use; situation; dispute.

Identify the list of 'crimes against the person':

- A. abduction; assault; murder.
- B. money laundering; arson; contempt of court.
- C. espionage; driving without a license; treason.
- D. fraud; embezzlement; theft.

Choose the correct words to complete the text: Everyone has the right to take part in their country's political \_\_\_\_\_ either by belonging to the government themselves or by choosing \_\_\_\_\_ who have the same ideas as them. Elections should take place regularly and \_\_\_\_\_ should be in secret. Every adult should have the right to \_\_\_\_\_ and all votes should be equal.

- A. affairs; politicians; voting; vote
- B. construction; colleagues; sentencing; speak.
- C. support; men; interesting; leave.
- D. news; members; supporting; sentence.

Choose the correct words to complete the text: Everyone has the right to go to school, and should go to school. Primary schooling should be \_\_\_\_\_. Everyone should be able to learn a \_\_\_\_\_ or continue their studies as far as possible. Everyone should be taught to get on with others from different \_\_\_\_\_ and backgrounds. Parents should have the right to \_\_\_\_\_ how and what their children learn.

- A. free; profession; races; choose.
- B. easy; job; parts; understand.
- C. expensive; work; children; deny.
- D. enough; constitution; experience; cross.

Choose the most appropriate words to complete the sentence: The pension fund is managed by a \_\_\_\_\_ of \_\_\_\_\_ who are appointed jointly by the senior management board of the company and your trade union representatives. This committee works completely independently of the company. The company cannot touch the money in the pension fund.

- A. board; trustees
- B. grant; office
- C. manager; team
- D. early; retirement

Identify the word in the list below which DOES NOT fit with the verb 'to make'.

- A. business
- B. a loss
- C. a decision
- D. money

Identify the word in the list below which DOES NOT fit with the verb 'to carry out'.

- A. a meeting
- B. duties
- C. research
- D. a market survey

Identify the word in the list below which DOES NOT fit with the verb 'to launch'.

- A. a team
- B. a ship
- C. a product
- D. a campaign

Choose the most appropriate word to complete the sentence: She said she had been \_\_\_\_\_ dismissed but the court said her employer had been right to sack her.

- A. unfairly
- B. highly
- C. actively
- D. satisfactorily

Choose the most appropriate words to complete the sentence: It's impossible to say \_\_\_\_\_ this stage \_\_\_\_\_ the negotiation whether or not we will reach an agreement.

- A. at; of
- B. at; at
- C. in; on
- D. at; on

Complete the headlines from the financial press with the suitable words: "Shareholders rewarded with increased \_\_\_\_\_ after good results." "Negative cash \_\_\_\_\_ creates problems for Xanadu company".

- A. dividend; flow
- B. bankrupt; price
- C. trading; force
- D. issue; massive

Find a suitable explanation of the concept "waste management" in the list below.

- A. Reduce garbage.
- B. Get the most from machine hire.
- C. Cut utility costs.
- D. Assess degrees of uncertainty.

Identify in the list below the appropriate definition of "a secure loan".

- A. Money lent against collateral (for example a car or a house).
- B. A loan which will never be repaid.
- C. People's credit ratings.
- D. A personal account.

"Investors piled money into the market" means that people:

- A. invested heavily
- B. invested cautiously
- C. invested a little
- D. withdrew investment