

In the text identify the word/ expression meaning “Legally responsible for something.”: Health and safety regulations are very important and must be followed at all times. The company believes that all employees should have maximum protection against industrial accidents. The company will not be held liable for injuries and disabilities sustained as a result of poor working practices by employees.

- A. liable
- B. important
- C. sustained
- D. poor

Fill in the blanks with the correct words: Members of a jury (called _____) normally have no knowledge of the law and follow the explanations given to them by the judge. Anyone whose name appears on the electoral register and who is between the ages of 18 and 70 is _____ for _____.

- A. jurors/ eligible/ jury service
- B. judges/ responsible/ legislation
- C. magistrates/ involved/ sentence
- D. lawyers/ apt/ duty

Identify in the text the two wrong words: A person who has suffered damage or distress as a result of a data controller failing to comply with the Data protection Act has the right to clam condensation from the data controller.

- A. clam/ condensation
- B. damage/ comply
- C. controller/ protection
- D. distress/ failing

Choose the right answer for the following question: If you take out a mortgage to buy a house, and you use the house as security, the mortgage-lender might repossess (= take back) your house if you are unable to pay back the money. What is this called?

- A. foreclosure
- B. disclosure
- C. exposure
- D. enclosure

Identify the most appropriate word in the list to complete this sentence: The court ordered the defendant to pay _____ damages to the claimant for the emotional distress he had caused.

- A. punitive
- B. punishing
- C. purgative
- D. pugnacious

Identify the right answer for the following question: What do we call a punishment which is considered to be strong enough to stop someone from committing a crime?

- A. a deterrent
- B. a detriment

- C. a determinant
- D. a detergent

Choose the most appropriate word in the list to complete this sentence: An is a court order telling someone to stop doing something, or not to do something.

- A. injunction
- B. injection
- C. injury
- D. injustice

Choose the right answer for the following question: What do we call money that is paid from one party to another to cover the cost of damage, loss, injury or hardship?

- A. compensation
- B. contract
- C. pay
- D. bribe

Fill in the blanks with the correct terms in the list: A person who gives property or money to others in a will is called a _____, and the person who is left money or property in a will is called a _____.

- A. benefactor/ beneficiary
- B. benevolent/ receiver
- C. trust/ trustee
- D. dependent/ attorney

Read the first sentence, then complete the second sentence with a word or expression from the list so that its meaning is similar to the first sentence: The company is planning to change its marketing division to make it more effective. / The company is planning to _____ its marketing division.

- A. restructure
- B. review
- C. assess
- D. hire

In which of the following groups of words, ALL the words can be used with the noun “appliance”?

- A. a household/domestic/electrical _____
- B. kitchen/official/standard _____
- C. easy/agricultural/constructive _____
- D. a handheld/labour-saving/safely _____

Choose the correct words to fill in the gaps in the following text: Open an account with Grims Bank, and start benefiting from our great 1).....of interest and 2).....charges. Computer-users may be interested in our e-account - all the benefits of a regular Grims 3).....account, with the added convenience of being able to view your 4).....and 5).....payments online.

- A. 1) rates; 2) low; 3) current; 4) statements; 5) make.

- B. 1) levels; 2) small; 3) day-to-day; 4) lists; 5) do.
- C. 1) grades; 2) increased; 3) daily; 4) bookings; 5) give.
- D. 1) degrees; 2) hidden; 3) nightly; 4) states; 5) offer.

Complete the following phrase with the best ending: The Board of a company gets involved_____.

- A. in major strategy issues
- B. into functional departments
- C. into concrete objectives
- D. in training the employees

Choose the right phrase to describe “a situation in which you depend too much on something”:

- A. over-reliance on a limited range of products
- B. high levels of debt
- C. slow workflow due to inflexible procedures
- D. possible shortage of raw materials

Choose the group of words that CANNOT be used together with the phrase “an objective”:

- A. talk/ cause/ transaction
- B. achieve/ meet/ reach
- C. define/ identify/ establish
- D. fail in /fall short of/set

Choose the best word to complete the following sentence: He reacts to things in an emotional way and is easily offended, he is very_____.

- A. sensitive
- B. sensible
- C. sensory
- D. sensuous

Complete the following sentence with the right word or phrase: Difficulties that stop the progress of a project are called _____

- A. setbacks
- B. constraints
- C. small print
- D. milestones

Choose the right word for the following definition: something that makes a product special or different from others:

- A. USP (unique selling point)
- B. specification
- C. requirement
- D. feature

Identify the right group of words that can be used to complete the following sentence: When a company or organization has a _____ for a job and it needs to _____ a new member of _____, it usually advertises the post.

- A. vacancy - recruit - staff
- B. description - reward - employees
- C. need - hire - employers
- D. requirement - fire - team

Match the following question with the most appropriate answer: Did you manage to get through to the complaints department?

- A. No, they weren't answering the phone.
- B. No, we didn't strike a deal.
- C. I am hopeful about this contract. We've been promised that the term we've set out will be honored.
- D. Yes, I have seen your plan.

Choose the best phrasal verb to complete the following sentence. The meaning of the phrasal verb is explained in brackets: The contract signing was _____ because of disagreements over some terms and conditions. (to delay)

- A. put off
- B. brought about
- C. carried out
- D. phased out

Read the following text and choose the option that BEST matches Andrew Smith's position in the company: My name's Andrew Smith. I'm actually just an ordinary worker on the factory floor, but I represent the workers in discussions with the managers about things like wages and conditions of employment.

- A. Trade Union Representative
- B. Official Mediator
- C. Arbitrator
- D. Foreman

Match the following text with its logical continuation in the list below: Microsoft is anticipating a downturn in PC sales.

- A. It is developing new games consoles and other products for the home to compensate for this decline.
- B. It is planning to introduce the cartoon character to children's TV shows in the US.
- C. At the moment it is carrying out research into drugs to cure the common cold.
- D. It is selling songs on-line on different web platforms.

Complete the following sentence with a word based on the root word given in brackets at the end of the sentence: As they are unable to repay debts, ABC Technologies will have to go into _____ (liquid).

- A. liquidation
- B. liquidity
- C. liquidification
- D. liquidness

Choose the best expression to complete the following sentence: It doesn't matter how much we spend on the front cover. Money is _____.

- A. no object
- B. no limit
- C. no maximum
- D. no need

Read the following sentence and decide what has happened to the share price: News of the takeover bid has caused a lot of investors to get cold feet.

- A. the share price has gone down
- B. the share price has gone up
- C. the share price has gone both up and down
- D. the share price has gone neither up nor down

In most English-speaking countries, how do you write “minus two thousand five hundred and seventy”?

- A. -2,570
- B. -2.570
- C. -2570
- D. 2570-

Read the following text and identify the problem described: Using some special paper and a color photocopier, John Smith has been making counterfeit 50 euro notes in his garden shed.

- A. forgery
- B. embezzlement
- C. credit card cloning
- D. money laundering

Read the following text and choose the definition for the expression “paper losses” that is closest to the meaning expressed in the text: In March and April 2000 share prices crashed. A lucky minority had got out in the nick of time, but the majority of dot-com investors suffered substantial paper losses. Looking back at the frenzy that led up to the crash, it now seems amazing that so many were taken in by the glitter of fool's gold, and were willing to part with their cash so readily. Dot-com shares seemed to be a casino where they couldn't lose, but as the old saying goes, “If it seems too good to be true, it probably is”.

- A. losses of money which never really existed
- B. losses of banknotes
- C. losses of papers
- D. losses of cash

Another word for “shareholders” (especially in American English) is:

- A. stockholders
- B. ticket-holders
- C. paper-holders
- D. note-holders