



BASIS FOR BUSINESS

B2

EINSTUFUNGSTEST

Cornelsen

Bitte tragen Sie die Lösungen auf dem Antwortblatt ein.

1 Complete the sentences using the simple present or present continuous.

1. At present we ... (develop) a new wind turbine.
2. We ... (manufacture) components for the energy industry.
3. You're based in London? Where ... (you / live)?
4. My phone ... (not work) at the moment. Could I borrow yours?

2 Complete the sentences.

1. You can't use your computer right now. The system ...
 - a) is being tested.
 - b) is tested.
2. Our computer system ... every week.
 - a) is being tested.
 - b) is tested.
3. Sales ... by our marketing department.
 - a) are being monitored
 - b) are monitored
4. The daily sales results ... by Sally this week.
 - a) are being monitored
 - b) are monitored

3 Match the words with their definitions.

1. to combine
 2. to perform
 3. to process
 4. to streamline
 5. to submit
 6. to upgrade
- a) to carry out different steps on something to reach a result
 - b) to do or carry out
 - c) to give something, such as a letter, to someone or something
 - d) to improve or modernize
 - e) to make a process more efficient by changing the way something is done
 - f) to mix or put together

4 Listen to the audio. Are the statements below true or false?

1. Richmond Consultants only offers services in Poland.
2. The company's focus is the optimization of logistics or solving logistics problems.
3. The company tries to help its clients improve by at least 50 per cent.
4. Richmond Consultants' new concept uses robots in warehouses.

5 Select the grammatically correct response(s). There might be more than one correct answer.

1. How long has he worked at the company?
 - a) For about six months.
 - b) Since April.
 - c) Six months ago.
 - d) Since six months.

6 Do the sentences use active or passive voice?

1. We opened the first branch office in 2012.
 2. Did Holger submit the draft yesterday?
 3. Joe has already signed the contract.
 4. The meeting was postponed until March.
 5. The project wasn't supervised by Mr Olsen.
 6. A few problems have been identified.
- a) active
 - b) passive

7 Complete the dialogues with the correct answers.

Julia: Do you have plans for the weekend, Dave?

Dave: Yes, I do. ... (1) to the music festival.

- a) I'm going
- b) I will go

Julia: Oh, that's great. It's absolutely fantastic this year!

Dave: So you've ... (2) been there?

- a) already
- b) yet

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Julia: Yes, and I haven't decided ... (3),

- a) already
- b) yet

but I think ... (4) again next week.

- a) I'll go
- b) I'm going to

Dave: You could come with us this weekend if you like. I have an extra ticket.

Julia: I'd love to, but I can't. ... (5) a weekend training session at the head office in Amsterdam.

- a) I'm attending
- b) I'll attend

But thanks anyway. So which bands ... (6) hear?

- a) are you going to
- b) will you

Dave: I'm not sure ... (7)

- a) already.
- b) yet.

Julia: I really recommend the Nail Biters. They were fabulous on Tuesday night.

Dave: Thanks for the suggestion. ... (8) let you know next week if we managed to catch their performance.

- a) I'll
- b) I'm going to

8 Sam gives some information about herself during a job interview. Complete the sentences. Some sentences have more than one correct answer.

I'm not afraid of ... (1) initiative

- a) showing
- b) to show

and ... (2) as a team leader.

- a) to work
- b) working

In fact, I'm a team leader in my current job. I'm very good at ... (3)

- a) communicating
- b) to communicate

and ... (4) so that everything is completed on time.

- a) following up
- b) to follow up

Although I love ... (5) here in Singapore,

- a) living
- b) to live

I'd be willing ... (6) another city if necessary.

- a) relocating
- b) to relocate

I like ... (7) for my job,

- a) to travel
- b) travelling

but I'd also like ... (8) the opportunity to work from home.

- a) having
- b) to have

9 Match the sentence halves.

1. The factory must be fully
2. Since it'll be difficult to train all employees before the first day of business,
3. We expect that employees will learn
4. Since no one within the company showed interest in the job,
5. We need to reach
6. We hope to be up and

- a) capacity before the end of the year.
- b) equipped by the beginning of March.
- c) running by mid-October.
- d) the ropes quickly.
- e) we'll have a rolling start over two months.
- f) we'll recruit an external candidate.

10 Complete the sentences.

1. Her cell phone ...

- a) rang
- b) was ringing

as she ... to the meeting.

- a) walked
- b) was walking

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2. Joe ... with a customer complaint
 a) dealt
 b) was dealing
- when his boss ... over.
 a) walked
 b) was walking
3. While Rachel ... to the help desk about the malfunction,
 a) talked
 b) was talking
- the copy machine ... to operate correctly again.
 a) began
 b) was beginning
4. The company ... the takeover
 a) announced
 b) were announcing
- while the employees in my department ... training in San Francisco.
 a) attended
 b) were attending

11 Complete the sentences using the *simple past or past perfect of the verbs in brackets.*

- We ... (wait) at the restaurant for nearly an hour.
- Then we ... (get) the message that the meeting was cancelled.
- More than a year before we ... (see) a dramatic drop in sales, customers ... (tell) us that they were dissatisfied.
- After the service technician ... (diagnose) the problem, she ... (order) the correct part.
- Before our main competitor ... (increase) its market share, we ... (be) the market leader.

12 Read the email. Are the statements below *true or false*?

Dear Ms Richards

I am writing in reference to service number 4876GB2, which we received yesterday from your automated registration system. We reported a problem with our computer server. No one has contacted us yet, and we are worried that the current problem with the server will lead to problems saving data and documents. We've tried calling your help desk number, but we've only reached a recording. Could you please let us know the following?

- 1) the name of the technician who was assigned to our case
- 2) when the technician will come to look at the server
- 3) what we should do meanwhile to ensure our data do not get lost or damaged

Thanks very much in advance.

Sincerely
 R. Williams
 GlobeToGo

1. The customer talked with someone on the phone yesterday.
2. The problem with the computer server is causing problems with saving data and documents.
3. The customer can't reach anyone at the help desk.
4. The customer's email is impolite and unprofessional.

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13 Choose the correct word to complete each sentence.

1. It was ... to convince the customer that we had corrected the problem.
 - a) hard
 - b) hardly
2. We ... had the chance to explain.
 - a) hard
 - b) hardly
3. The answer will be sent ...
 - a) short
 - b) shortly
4. She gave a ... answer.
 - a) short
 - b) shortly

14 Listen to the telephone conference and match the statements to the correct speaker.

1. ... suggests flying colleagues from Europe and the Americas to MENA.
 - a) Bill
 - b) Harshad
 - c) Patricia
2. At the beginning of the call, ... thinks that sending employees to MENA might cause cultural misunderstandings.
 - a) Bill
 - b) Harshad
 - c) Patricia
3. ... thinks that meeting face-to-face improves communication.
 - a) Bill
 - b) Harshad
 - c) Patricia
4. ... asks who will be responsible for paying for on-site visits to MENA.
 - a) Bill
 - b) Harshad
 - c) Patricia
5. ... doesn't think that video conferences will be effective.
 - a) Bill
 - b) Harshad
 - c) Patricia

15 Complete the sentences.

1. If we ... more experience,
 - a) had had
 - b) would have had

we ... how to convince the client.

 - a) had known
 - b) would have known
2. The new product ... great sales results
 - a) had had
 - b) would have had

if we ... how to enter the Scandinavian market.

 - a) had known
 - b) would have known
3. We ... about the marketing department's suggestions
 - a) had known
 - b) would have known

if we ... the report.

 - a) had received
 - b) would have received
4. We ... the report
 - a) had received
 - b) would have received

if we ... we needed to request it from Kelly.

 - a) had known
 - b) would have known

16 Match the sentence halves.

1. Thank you for
 2. To start, I'd like to
 3. Today I'm going to
 4. My presentation has
 5. Then I'll move on to
 6. The talk will last about
- a) an hour.
 - b) discuss how we can resolve the current problems.
 - c) inviting me here today.
 - d) say a few words about why I'm here today.
 - e) talk about the challenges we're facing at our factory in Texas.
 - f) three main points.

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17 Complete the sentences with the correct prepositions.

1. That was a brief overview ... our consulting services.
2. ... conclude, let me just review the main ideas I've presented today.
3. That just about wraps things ...
4. That brings me ... the end of my presentation today.
5. I hope that's given you some idea ... the changes to the company structure.

18 Complete the sentences with the correct form of use(d) to + infinitive or used to + -ing.

- A: I haven't seen Isabella in ages.
 B: Well, she ... (have) (1) an office in Berlin, but now she's in Tokyo.
- A: It must have been difficult for Uwe to change his work hours.
 B: I don't think he's ... (work) (2) the early shift yet.
- A: Wow. I just heard Nicholas talking to a potential client. He really knows how to explain our core business and our strengths.
 B: Well, he's ... (represent) (3) the company at trade fairs.
- A: I didn't ... (enjoy) (4) giving presentations, but now I do.
 B: Why is that?
- A: I think because I'm ... (give) (5) them. This week I've already given two, and three more are scheduled for next week.

19 Complete the text using comparatives and superlatives and helping words.

TINA's is ... (old) (1) coffee shop in town. It offers a ... (small) (2) selection of coffee-based drinks ... (3) its competitors, but the coffee is organic and fair trade.
 A cup of coffee is ... (expensive) (4) at TINA's ... (5) at other shops, but this family-owned business has a different goal: serve coffee that benefits the lives of everyone involved, from grower to consumer. But will TINA's ever be ... (popular) (6) major chains? It's difficult to predict. So far, it has a small but committed customer base. In fact, of all the coffee shops in the city, it has ... (high) (7) ranking for quality and atmosphere.

20 Sort the sentences according to what kind of activity or change they describe.

1. We've been experiencing a slump since mid-February.
2. Surprisingly, demand has soared this year.
3. We expect to double our workforce by the end of next year.
4. Investment in this sector has plummeted.
 - a) positive
 - b) negative

21 Match each statement to the word it describes.

1. "We can't go lower than \$1.35 per item."
 2. "I had hoped to reach a deal for the newest equipment, but I guess I'll have to give up that idea."
 3. "We have to reach an agreement that both sides can live with."
 4. "We can only lower the price if we increase the quantity."
- a) bottom line
 - b) concession
 - c) consensus
 - d) trade-off

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22 Rewrite the sentences using reported speech.

1. "I would like to see the production facilities."
He said that he ...
2. "What time does the presentation start?"
She wants to know ...
3. "She didn't decrease the price."
He told me that ...
4. "The meeting is on the third floor."
At reception they said that ...

23 Match the highlighted phrases that use tentative language [*diplomatische Ausdrucksweise*] to their more direct synonyms.

1. **Might you perhaps consider** increasing the quantity by 10%? Then we could reach a lower per-unit price.
 2. **I would appreciate it if you could** look at the figures again.
 3. **Please bear with me.** I need to phone our production manager to confirm that we can meet the deadline.
 4. **I might be prepared to** find a way for us to provide the shoes in an additional colour.
- a) Hold on.
 - b) How about ...
 - c) Perhaps I'll ...
 - d) Please ...

24 Complete the sentences.

- A: I know that Karin doesn't drink coffee, so I made tea for the meeting.
It was on the table directly in front of her, but she didn't drink any.
- B: Oh, don't worry. Her mind was on the meeting. She ... (1) it.
- a) can't have seen
 - b) mustn't have seen

A: I tried to call each of the team members to tell them about the postponed meeting, but I couldn't reach very many of them.
Most of them ... (2) already left the office for the day.

- a) must have
- b) mustn't have

B: You ... (3) calls. I'll send out an email tomorrow.

- a) needn't have made any
- b) needn't have made some

A: I'm still waiting for Thomas to give me his thoughts on the report.

B: Oh, I'm sure he'll send you some feedback. He ... (4) enough time.

- a) might not have had
- b) must not have had

25 Choose the right word to complete the sentences.

1. The students were ... by the production process. I hope some of them are interested in working for us.

- a) fascinated
- b) fascinating
- c) irritated
- d) irritating

2. Everyone who sees it finds it ... Remember when the Prince visited a few months ago?

- a) confused
- b) confusing
- c) fascinated
- d) fascinating

3. One student was a little ..., however. He was always walking far behind everyone else.

- a) confused
- b) confusing
- c) irritated
- d) irritating

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4. Try not to be ... at him. According to his internship supervisor, he's the smartest one in the group.
- confused
 - confusing
 - irritated
 - irritating
5. Really? I didn't know that. I thought maybe he was simply ... about what he was seeing.
- confused
 - confusing
 - irritated
 - irritating
6. No, that's definitely not the case. His behaviour is a little ..., but he's our number one choice among that group of students. I hope we can persuade him to work here.
- confused
 - confusing
 - fascinated
 - fascinating

26 Complete the sentences.

1. By the end of the week we ... for over 100 hours on the project.
- will be working
 - will have worked
2. His flight was changed, so he ... the meeting this afternoon.
- won't be attending
 - won't have attended
3. While Alexei is in Dubai he ... a seminar.
- will be attending
 - will have attended
4. ... the report by the end of the month?
- Will you be completing
 - Will you have completed

27 Match the synonyms.

- to refuse
 - to assure
 - to insist
 - to stun
 - to verify
 - to comply
- to confirm
 - to convince
 - to demand
 - to follow
 - to not agree to something
 - to shock

28 Listen to the audio. Are the statements true or false?

- Patrizia just returned from Brazil.
- Gerald has never helped Patrizia with the sales projections.
- Gerald agrees to help Patrizia.
- The projections need to be completed within two weeks.

Antwortblatt

Name: _____

Datum: _____

1

- 1. _____
- 2. _____
- 3. _____
- 4. _____

_____ / 4 Punkten

2

- 1. _____
- 2. _____
- 3. _____
- 4. _____

_____ / 4 Punkten

3

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

_____ / 6 Punkten

4

- 1. True False
- 2. True False
- 3. True False
- 4. True False

_____ / 4 Punkten

5

- 1. _____

_____ / 2 Punkten

6

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

_____ / 6 Punkten

7

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

_____ / 8 Punkten

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Einstufungstest B2

8

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

_____ / 8 Punkten

9

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

_____ / 6 Punkten

10

1. _____ | _____
2. _____ | _____
3. _____ | _____
4. _____ | _____

_____ / 8 Punkten

11

1. _____
2. _____
3. _____ | _____
4. _____ | _____
5. _____ | _____

_____ / 8 Punkten

12

1. True False
2. True False
3. True False
4. True False

_____ / 4 Punkten

13

1. _____
2. _____
3. _____
4. _____

_____ / 4 Punkten

14

1. _____
2. _____
3. _____
4. _____
5. _____

_____ / 5 Punkten

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Einstufungstest B2

15

- 1. _____ | _____
- 2. _____ | _____
- 3. _____ | _____
- 4. _____ | _____

_____ / 8 Punkten

16

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

_____ / 6 Punkten

17

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

_____ / 5 Punkten

18

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

_____ / 5 Punkten

19

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____

_____ / 7 Punkten

20

- 1. _____
- 2. _____
- 3. _____
- 4. _____

_____ / 4 Punkten

21

- 1. _____
- 2. _____
- 3. _____
- 4. _____

_____ / 4 Punkten

22

- 1. _____
- 2. _____
- 3. _____
- 4. _____

_____ / 4 Punkten

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Einstufungstest B2

23

1. _____
2. _____
3. _____
4. _____

_____ / 4 Punkten

24

1. _____
2. _____
3. _____
4. _____

_____ / 4 Punkten

25

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

_____ / 6 Punkten

26

1. _____
2. _____
3. _____
4. _____

_____ / 4 Punkten

27

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

_____ / 6 Punkten

28

1. _____
2. _____
3. _____
4. _____

_____ / 4 Punkten

Auswertung

Ab 140 Punkten:

Ausgezeichnet! Sie sind in dieser Niveaustufe absolut sicher.

Wir empfehlen Ihnen den Besuch eines Business-English-Kurses, der mit *der mit dem Lernniveau C1* anfängt.

Ab 96 Punkten:

Ihre Kenntnisse auf der Niveaustufe B1 des CEF sind gut.

Um Ihre Kenntnisse weiter zu festigen und evtl. vorhandene Wissenslücken zu schließen, empfehlen wir den Besuch eines Kurses, der mit der zweiten Hälfte des Kursbuches *Basis for Business B2* anfängt.

Unter 96 Punkten:

In dieser Niveaustufe sind Sie noch unsicher. Wir empfehlen den Besuch eines Kurses, der mit dem Kursbuch *Basis for Business B2* anfängt.

Einstufungstest B2

Lösungsblatt

1

1. 're developing/ are developing
2. manufacture
3. do you live
4. isn't working/ is not working

2

1. a
2. b
3. b
4. a

3

1. f
2. b
3. a
4. e
5. c
6. d

4

1. false
2. true
3. false
4. true

5

1. a and b

6

1. a
2. a
3. a
4. b
5. b
6. b

7

1. a
2. a
3. b
4. a
5. a
6. a
7. b
8. a

8

1. a
2. b
3. a
4. a
5. a
6. b
7. b
8. b

9

1. b
2. e
3. d
4. f
5. a
6. c

10

1. a | b
2. b | a
3. b | b
4. a | b

11

1. had waited
2. got
3. saw | told
4. had diagnosed | ordered
5. increased | had been

12

1. false
2. false
3. true
4. false

13

1. a
2. b
3. b
4. a

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Einstufungstest B2

14

1. b
2. a
3. c
4. a
5. b

15

1. a | b
2. b | a
3. b | a
4. b | a

16

1. c
2. d
3. e
4. f
5. b
6. a

17

1. of
2. to
3. up
4. to
5. of / about

18

1. used to have
2. used to working
3. used to representing
4. used to enjoy
5. used to giving

19

1. the oldest
2. smaller
3. than
4. more expensive
5. than
6. as popular as / more popular than
7. the highest

20

1. b
2. a
3. a
4. b

21

1. a
2. b
3. c
4. d

22

1. would like to see the production facilities.
2. what time the presentation starts.
3. she hadn't decreased the price.
4. the meeting was on the third floor.

23

1. b
2. d
3. a
4. c

24

1. a
2. a
3. b
4. a

25

1. a
2. d
3. d
4. c
5. a
6. b

26

1. b
2. a
3. a
4. b

27

1. e
2. b
3. c
4. f
5. a
6. d

28

1. false
2. false
3. true
4. true