

Module 1 – Business English**Test****(for 5th - year Students of the Institute of Computer Information Technologies)**

Variant 1

I. *Give a written translation of the following text.*

Although not as severe as a depression, a recession is clearly an undesirable event. Like a depression, a recession leads to higher unemployment, reduced output, reduced incomes and lower living standards.

To understand unemployment and how it relates to the adverse effects of recessions, we need to understand something about how the labour force is structured. Employment is the total number of people actively employed and unemployment is the total number of people who are actively looking for work but aren't currently employed. A country's labour force is the sum of employment and unemployment. The official labour force doesn't include discouraged workers—people who are capable of working but have given up looking for jobs because they don't think they will find them. Labour statistics don't include information on underemployment—the number of people who work during a recession but receive lower wages than they would during an expansion because they work fewer hours, take lower-paying jobs, or both.

II. *Write 5 key questions on the text.*

III. *Give the English for the following words and word combinations:*

відповідальність та прозорість; перевіряти рекомендації; призначати на посаду; сімейний стан; отримувати прибутки; встановити взаємовідносини; попит споживача; виробнича компанія; скористатися чимось; дешевий товар; непередбачувана справа; звільнитися.

IV. *Write whether the following sentences are true or false. Correct the false ones.*

1. Interviewers ask every candidate the same questions.
2. In France you are expected to shake hands with everyone you meet.
3. Italian professionals are usually addressed by their titles.

V. *Answer the following questions. Give extended answer if possible.*

1. What does the HRM involve?
2. What is ethical behaviour?
3. What is an application letter?

VI. *Give definitions of the words below.*

Workaholic, promotion, liability, background.

*Module 1 – Business English***Test****(for 5th - year Students of the Institute of Computer Information Technologies)**

Variant 2

I. *Give a written translation of the following text.*

Unemployment occurs when a person is available to work but is currently without work. The prevalence of unemployment is usually measured using the unemployment rate, which is defined as the percentage of those in the labour force who are unemployed.

There is also disagreement on how exactly to measure unemployment. Different countries experience different levels of unemployment; traditionally, the USA experiences lower unemployment levels than countries in the European Union, although there is variation there, with countries like the UK and Denmark outperforming Italy and France and it also changes over time. When the economy operates at productive capacity, it will experience the natural rate of unemployment.

There is a negative relationship between the unemployment rate and inflation rate. Today, macroeconomists believe that there are shifts with changes in the expected rate of inflation. Because expectations change with experience, attempts to keep the unemployment rate persistently low lead not only to high inflation but also to constantly accelerating inflation. The non-accelerating inflation rate of unemployment, or NAIRU, is the rate of unemployment at which inflation is stable. It is equal to the natural rate of unemployment.

II. *Write 5 key questions on the text.*

III. *Give the English for the following words and word combinations:*

будь яка форма провини; експлуатаційні витрати; вимоглива робота; гідний довіри та впливовий; кадрове агенство; постійна робота; впоратися з неприємностями; отримувати кредит; оцінити інтелект; забезпечувати належним житлом; питання вічливості; зменшити безробіття.

IV. *Write whether the following sentences are true or false. Correct the false ones.*

1. Codes of conduct are enough to ensure ethical behaviour.
2. People in Britain shake hands just as much as people in Germany.
3. In business the Italians are more or less like the Spanish.

V. *Answer the following questions. Give extended answers if possible.*

1. What is marketing?
2. Why is the screening interview?
3. What do employment agencies do?

VI. *Give definitions of the words below.*

Recruit, recession, sickness benefit, references.

Module 2 – Business English**Test****(for 5th - year Students of the Institute of Computer Information Technologies)**

Variant 1

I. *Give a written translation of the following text.*

There are some interview questions, typically known as illegal interview questions, that employers should not ask during a job interview. There are many topics which should be off-limits during a job interview. Questions about age, ancestry, citizenship, credit rating, criminal record, disabilities, family status, gender, military discharge, or religion should not be asked directly by an interviewer.

While the intent of these questions may be to determine if you are a good fit for the job, it is important to know that only information relevant to your ability to do the job can and should be asked.

If you are asked an illegal interview question, or the questions begin to follow an illegal trend, you always have the option to end the interview, or refuse to answer the question(s). It may be uncomfortable to do, but you need to be comfortable working at the company, and if the questions you are being asked during the interview are indicative of the company's policies, you may be better off finding out now.

II. *Write 5 key questions on the text.*

III. *Give the English for the following words and word combinations:*

ретельно підготовлена зустріч; отримувати привілеї; несприятливі робочі умови; бурхливе обговорення; пропонувати роботу; отримувати підвищення; неоплачувана відпустка; ухопити шанс; робоча безпека; що стосується вашої реклами; резюме; надавати заохочення.

IV. *Write whether the following sentences are true or false. Correct the false ones .*

1. The selection interview is usually an interview with someone in human resources.
2. It's simple for a company to add a CSR management system to its day -to-day business.
3. It is not polite to insist on paying for a meal if you are in Italy.

V. *Answer the following questions. Give extended answer if possible.*

1. What is recruitment?
2. What information should CV include?
3. What is finance?

VI. *Give definitions of the words below.*

Job security, Ethics, commission, incentive.

Module 2 – Business English**Test****(for 5th - year Students of the Institute of Computer Information Technologies)**

Variant 2

I. *Give a written translation of the following text.*

Even before you open your mouth to speak, your appearance, gestures and body language are saying something to the people around you. In fact, although estimates vary, as much as 70 to 90 percent of messages we send are communicated without using words.

It is hard to find proof that a business deal has failed because a Westerner handed over a business card in the wrong way to an Asian customer. Nevertheless, an awareness of non-verbal communication and the cultural differences in the way that it functions can help people who work internationally to avoid misunderstandings. This can be particularly important in the case of face-to-face meetings or service situations. You need to know what message your business partner is sending and, at the same time, be aware of the possible impact of the messages your partner is receiving from you. Most of the time, this process is unconscious, so it requires a bit of effort to increase your consciousness of the non-verbal cues you are sending and receiving. But it is worth the extra work to gain this key skill.

II. *Write 5 key questions on the text.*

III. *Give the English for the following words and word combinations:*

працювати понад норму (неробочі часи); супровідний лист; повторювати; допомога по хворобі; зміцнити командний дух; некомерційний бізнес; скорочення штатів; прийняти пропозицію; скласти кінцевий список кандидатів; відхилити пропозицію роботи; отримувати допомогу по безробіттю; управління людськими ресурсами.

IV. *Write whether the following sentences are true or false. Correct the false ones.*

1. The Arabs have nothing in common with the Japanese.
2. In France people prefer talking about business during meals.
3. In the group interview the interviewer may try to artificially introduce stress into the interview by asking questions quickly.

V. *Answer the following questions. Give extended answers if possible.*

1. What five types of interviews do you know?
2. What impression do you try to give in an interview?
3. What are common business operations?

VI. *Give definitions of the words below.*

Production, covering letter, unsociable hours, panel interview.