

KJF Language Examination Centre



MONOLINGUAL EXAM

B1 WRITTEN TEST

ENGLISH

BUSINESS

Exam papers	Maximum score	Required minimum	Time allowed	Dictionary
1. Reading 1	20 points	16 points	40 minutes	not allowed
2. Reading 2	20 points			
3. Writing 1	15 points	12 points	40 minutes	allowed
4. Writing 2	15 points			
Total score	70 points	--	80 minutes	--

Kodolányi János Főiskola
Székesfehérvár

1. Reading 1

Read the 12 short texts, items A-L. Then read the sentences 1-10. Decide which sentence 1-10 goes best with which short text. Each sentence can only be used once. There are **two extra short texts that you will not need**. Mark your answers on ANSWER SHEET 1.

Classified Advertisements**A**

There's no need to spend time searching for a better deal on a Best Western hotel anywhere else on the web. We're so sure you won't find one that will be lower than our rate. We'll give you an additional 10% discount if we're wrong. Book at www.bestwestern.com.

B

Delta Airlines offers U.S. customers up to five per cent discounts to select destinations for tickets purchased only at www.delta.com by today for travel through September 30.

C

United Airlines has converted 450 jets in its U.S. fleet to Economy Plus seating, taking out one row of seats and giving extra leg room in some rows. American Airlines will have half of its 609-jet U.S. fleet converted to give each row more leg room by early June.

D

Best Western has made it easier to plan your trip with three travel planning options to save you time and money. You can book a hotel package including room nights and added services, air/car/hotel inclusive packages or simply enjoy the convenience of reserving your tour and attraction tickets ahead of time.

E

With Vodafone Mobile Connect Card in your laptop you've got direct access to your company network. So you're connected to everything you need: email, files, company intranet, even the Internet – no matter where you are. No wires attached.

F

This conference focuses on explaining the demand for green business. It gives advice on how to start a business with a green building and then how to offer services that damage nature the least and still bring maximum customer satisfaction.

G

Family-run hotel seeks responsible, self-motivated chef for its restaurant. Experience of working in a small team and producing high quality food is advantageous. Live-in accommodation is available.

H

Well maintained Victorian hotel centrally situated close to the beach. Guests can enjoy a pleasant walk along the coast and picturesque harbour. There is always some entertainment for every season.

I

This business centre is located within the financial and business district with easy access to all main transport networks. All offices are fully serviced and fitted out to a high standard, as are the communal areas and meeting rooms. Services include 24hr access, lounge areas and car parking.

J

Virtual Studies Online Classes offer the highest quality instruction in a unique format. If you want to get a new qualification, improve your skills, or impress your boss, we offer a selection of classes that are not only affordable but will also introduce you to a great group of people.

K

We are looking for hard-working, dynamic individuals to join a training programme for the future position of Food and Beverage Manager. Relevant qualifications are essential together with strong organizational and personal skills, and the ability to work long hours under pressure.

L

Part Time Sales Assistants wanted for a 10-hour-a-week position. We're looking for the most talented sales people in the industry to help us make a success of our future. We'll give you experience or develop your existing skills and give you the confidence to flourish.

1. You are a student who wants to get some work experience and earn some money.
2. You are at home with your 2-year-old son and you want to fill your little free time with studying.
3. You are looking for a job in a hotel with a place to stay there.
4. Your friend wants to spend a holiday in England near the sea.
5. You are looking for the technology to help you manage your company from abroad.
6. You have a degree in catering and you don't mind doing overtime.
7. You have heard of a company that is offering price reductions for online reservations.
8. You need a place to meet your business partners but you don't want to drive.
9. You want to learn more to make your company more environmentally friendly.
10. You can book a hotel room when you rent a car.

2. Reading 2

Read the text below. Then read the statements that follow the text and decide if the statements are TRUE or FALSE according to what the text says. Mark your answers with an X on ANSWER SHEET 1.

Welcome New Employees with Open Arms

Getting a good employee is not very easy these days because job seekers have a lot of options to choose from. So when you finally find someone to work for you, it's important to make them feel part of the team from the very beginning.

Maybe it's because I'm a woman, but in the seven years since I started my own company, I have felt it is extremely important to make sure that new employees feel welcome and receive plenty of help when they arrive at the office on their first day. People spend half of their lives at the workplace, so it is very important how they feel.

I remember one of my first days on the job. I showed up to work and there was no divider between me and my colleague in the office. That would have been fine, however, my officemate was a "loud talker" and even held several video conferences a day. I couldn't concentrate on my tasks, so I asked if I could have a laptop and work in another office undisturbed. My boss, Mr Jenkins, gave me his credit card and said, "Get yourself one."

When I started my company, I decided that I would be the one who went to the office supply store to buy pens, a pen holder, business card holder and garbage can. I also walked to the chair store and actually sat in each chair to make sure that it would be comfortable. I made my own list of what a new worker should go through when they arrive. When our new employees started, I took them around our office and introduced them to everyone.

After we started growing, it became someone else's job to help a new employee on their first day in the office. I was happy to find that my list was used and that desks were set up properly for the new employee. New employees were introduced to others before the training process began.

Then I had one employee who sent me this email entitled "Great First Day!"

Hi Janine,

I wanted to tell you that I had a great first day and I'm glad to be with you. I'm impressed by the little things – everything was there for me from the phone and computer to pens and post-it notes. All the colleagues I've met so far are friendly, helpful and funny. Plus, I love the fruit juice-stocked fridge - excellent! I just thought you might want to know about what the new guy thinks.

Cheers, Bryan

So if these things might not seem important to you, think about the major life-changing decision that your new employee has just made. Now, why don't you make them feel that they have made the best decision of their lives to come and work for you?

1. The writer thinks there are not many job opportunities for those who are looking for a job these days.
2. The writer has had a company of her own for seven years.
3. In one of her previous jobs the writer had to share her room with someone.
4. Mr Jenkins let the writer use his money to buy a laptop for herself.
5. The writer tried out every chair that she bought for her company.
6. The writer has shown her new employees around the company ever since she has been the boss.
7. She made a list of what new employees have to do in their jobs.
8. Bryan thinks small things are important at the workplace.
9. There is some soft drink for employees in the office where Bryan works.
10. Bryan found his new colleagues a bit annoying.

ANSWER SHEET 1**1. Reading 1** (Classified Advertisements)

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

2. Reading 2 (Welcome New Employees with Open Arms)

	True	False
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

For the Assessors only!

1. Reading 1: Maximum score: 20 points	Achieved score:	x 2		Required minimum: 16 points
2. Reading 2: Maximum score: 20 points	Achieved score:	x 2		

Total score:

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First Assessor (code and signature) _____

Second Assessor (code and signature) _____

3. Writing 1 - Memo

You are Karolina/Károly Kovács, the assistant to a manager of a British company. Write a memo to your superior, Mr Peter Hill, using the information in the attached chart.

name of the person who called:	Mr Martin Shaw, PR manager of LMO
date of call:	4 pm, 17 February 2017
reason for calling:	tomorrow's meeting must be postponed due to an urgent business trip
other information:	Mr Shaw likely to come next week, will contact via e-mail
request for calling back:	no

You may use a dictionary. Write your memo on ANSWER SHEET 2.

4. Writing 2 - E-mail

You are Barbara/Béla Csíki and you work as a management trainee at a British company. The company will participate in an international fair displaying children's furniture. Your superior has asked you to write an e-mail to the PR department informing them about the following data and requests:

- catalogues and price lists have to be made
- staff representing the company must be chosen
- stand at the fair needs to be reserved
- stand needs to be designed

Complete the e-mail on ANSWER SHEET 2 so that it is coherent and understandable. You may use a dictionary.

AZ ÍRÁSFELADATOKHOZ MINTAMEGOLDÁST TALÁL A 11-12. OLDALON!

ANSWER SHEET 2**3. Writing 1 (Memo)****MEMO**

To:

From:

Date:

1)

2)

3)

4)

4. Writing 2 (E-mail)

Dear Mr Reese

I am writing on behalf of the Managing Director of the company, Mr Michael Smith. Our company is planning to participate in an international fair displaying children's furniture. The fair will be held in May 2017 in Dortmund, Germany.

We'd like your department _____

_____.

Could you please _____?

_____?

Could you also _____?

_____?

And finally, could you please _____?

_____?

Kind regards

Barbara/Barna Csíky
Assistant to the Managing Director

For the Assessors only!

3. Memo Maximum score: 15 points	Achieved score:		Required minimum: 12 points
4. E-mail Maximum score: 15 points	Achieved score:		

First Assessor (code and signature) _____

Second Assessor (code and signature) _____

KEY – READING TASKS:**1. Reading 1** (Classified Advertisements)

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
L	J	G	H	E	K	B	I	F	D

2. Reading 2 (Welcome New Employees with Open Arms)

	True	False
1.		X
2.	X	
3.	X	
4.	X	
5.	X	
6.		X
7.		X
8.	X	
9.	X	
10.		X

MINTAMEGOLDÁSOK AZ ÍRÁSFELADATOKHOZ:**3. Writing 1 (Memo)****MEMO**

To: Mr Peter Hill

From: Karolina/Károly Kovács

Date: 17 February 2017

- 1) Martin Shaw, PR Manager from LMO telephoned at 4.00 pm.
- 2) He has cancelled the meeting tomorrow because of an unexpected and important business trip.
- 3) He may be able to visit us next week, he is going to send us an e-mail within a day or two.
- 4) No need to return the call.

4. Writing 2 (E-mail)

Dear Mr Reese

I am writing on behalf of the Managing Director of the company, Mr Michael Smith. Our company is planning to participate in an international fair displaying children's furniture. The fair will be held in May 2017 in Dortmund, Germany.

We'd like your department to prepare the catalogues and the price lists of our firm for the fair.

Could you please choose the staff who will represent our company at the fair in Dortmund?

Could you also reserve a stand for us at the fair?

And finally, could you please design our stand?

Kind regards

Barbara Csíky
Assistant to the Managing Director