

KJE Nyelvvizsgaközpont



ÜZLETI PROFIL

ANGOL

ALAPFOK KÉTNYELVŰ ÍRÁSBELI

A vizsga részei	Maximális pontszám	Teljesítési minimum	Megoldáshoz rendelkezésre álló idő	Szótárhasználat
1. Írott szöveg értése 1	20 pont	16 pont	40 perc	nem engedélyezett
2. Írott szöveg értése 2	20 pont			
3. Közvetítés	15 pont	6 pont	60 perc	engedélyezett
4. Íráskészség 1	15 pont	12 pont		
5. Íráskészség 2	15 pont			
Összesen	85 pont	--	100 perc	--

Kodolányi János Egyetem

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**1. Írott szöveg értése 1.**

A következő feladatban 12 rövid szöveget és utána 10 mondatot talál. Olvassa el figyelmesen a szövegeket (A-L), majd párosítsa azokat a mondatokkal (1-10).

**Figyelem:**

- egy szöveg csak egy mondattal párosítható
  - két olyan hirdetés van a szövegek között, amelyek egyik mondathoz sem párosíthatóak
- Kérjük, hogy megoldásait a VÁLASZLAP 1-en található táblázatba írja.

**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](http://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](http://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 environment friendly.
10. You can book a hotel room when you rent a car.

## 2. Írott szöveg értése 2.

*Olvassa el figyelmesen az alábbi szöveget. A szöveg után 10 állítást talál, amelyek vagy igazak (true), vagy hamisak (false). A szöveg alapján döntse el, hogy az állítások igazak-e vagy hamisak és azt jelölje X-szel a VÁLASZLAP 1-en található táblázatban.*

### 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.

## VÁLASZLAP 1

### 1. Írott szöveg értése 1. (Classified Advertisements)

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

### 2. Írott szöveg értése 2. (Welcome New Employees with Open Arms)

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

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#### AZ ÉRTÉKELŐK TÖLTIK KI!

<b>1. Írott szöveg értése 1: Maximális pontszám: 20 pont</b>	<b>Elért pontszám:</b>	<b>x 2</b>		<b>Teljesítési minimum: 16 pont</b>
<b>2. Írott szöveg értése 2: Maximális pontszám: 20 pont</b>	<b>Elért pontszám:</b>	<b>x 2</b>		
<b>Összes elért pontszám:</b>				

Az 1. értékelő aláírása és kódja: \_\_\_\_\_

A 2. értékelő aláírása és kódja: \_\_\_\_\_

### 3. Közvetítés

*Olvassa el figyelmesen az alábbi szöveget és foglalja össze magyar nyelven. Ne törekedjen szó szerinti fordításra, de ügyeljen arra, hogy minden mondat lényegi információja szerepeljen a magyar nyelvű szövegben. A feladat megoldásához nyomtatott szótár használható. Megoldását a VÁLASZLAP 2-re, a keretes részbe írja.*

#### Working Abroad

Éva Kovács is a financial consultant at the Raiffeisen Bank in Budapest. After getting her degree in economics in 1991, she felt she needed some experience by working abroad. As it was not possible for her to find a job in the financial sector in the USA, she worked in New York as a baby-sitter for a year.

Since those days, opportunities to work abroad have increased dramatically. The world has grown together, and the Internet has made it possible to communicate your skills and find out what jobs are on offer in any part of the globe. For example, one of the leading job websites, monster.com, posts an unbelievable variety of work opportunities in over 30 countries and it has millions of CVs in its database.

Before you apply for a job abroad, you might need to consider why and for how long you wish to work abroad. If you are self-employed, it is easier for you to spend a few months abroad. If you are, however, a full-time employee, you will have to ask your employers for unpaid leave. Also consider whether you are open-minded enough to work in an environment where various cultures meet, and different lifestyles exist side by side.

#### 4. Íráskészség 1. (Emlékeztető - Memo)

Ön, Kovács Karolina/Károly, egy multinacionális cég vezérigazgatójának asszisztense. Az alábbi táblázat alapján írjon üzenetet főnöke, Mr Peter Hill részére.

Megkereső neve:	Mr Martin Shaw, LMO nevű partnercég PR menedzsere
Megkeresés módja:	telefon
Megkeresés ideje:	2017. február 17, 16:00.
Üzenet lényege:	váratlan fontos üzleti út miatt lemondta a holnapi megbeszélést
Egyéb üzenet:	várhatóan jövő héten tud jönni, 1-2 napon belül e-mailben jelentkezik
Visszahíváskérés:	nem

Kérjük, az üzenetet a VÁLASZLAP 2-n található táblázatba írja. A feladat megoldásához nyomtatott szótár használható.

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#### 5. Íráskészség 2. (Hivatalos e-mail)

Ön Csíki Barbara/Barna és gyakornokként dolgozik egy brit bútorgyártó cégnél. A cég májusban Dortmundban részt fog venni egy nemzetközi vásáron, melyen gyermekbútorokat mutatnak be a résztvevők. Felettese, a vezérigazgató nevében írjon a PR osztálynak egy e-mailt az alábbi adatok felhasználásával:

- a katalógusokat és árlistákat el kell készíteni a vásárra
- ki kell választani kik képviseljék a céget a vásáron
- standot kell foglalni
- a standot meg kell tervezni

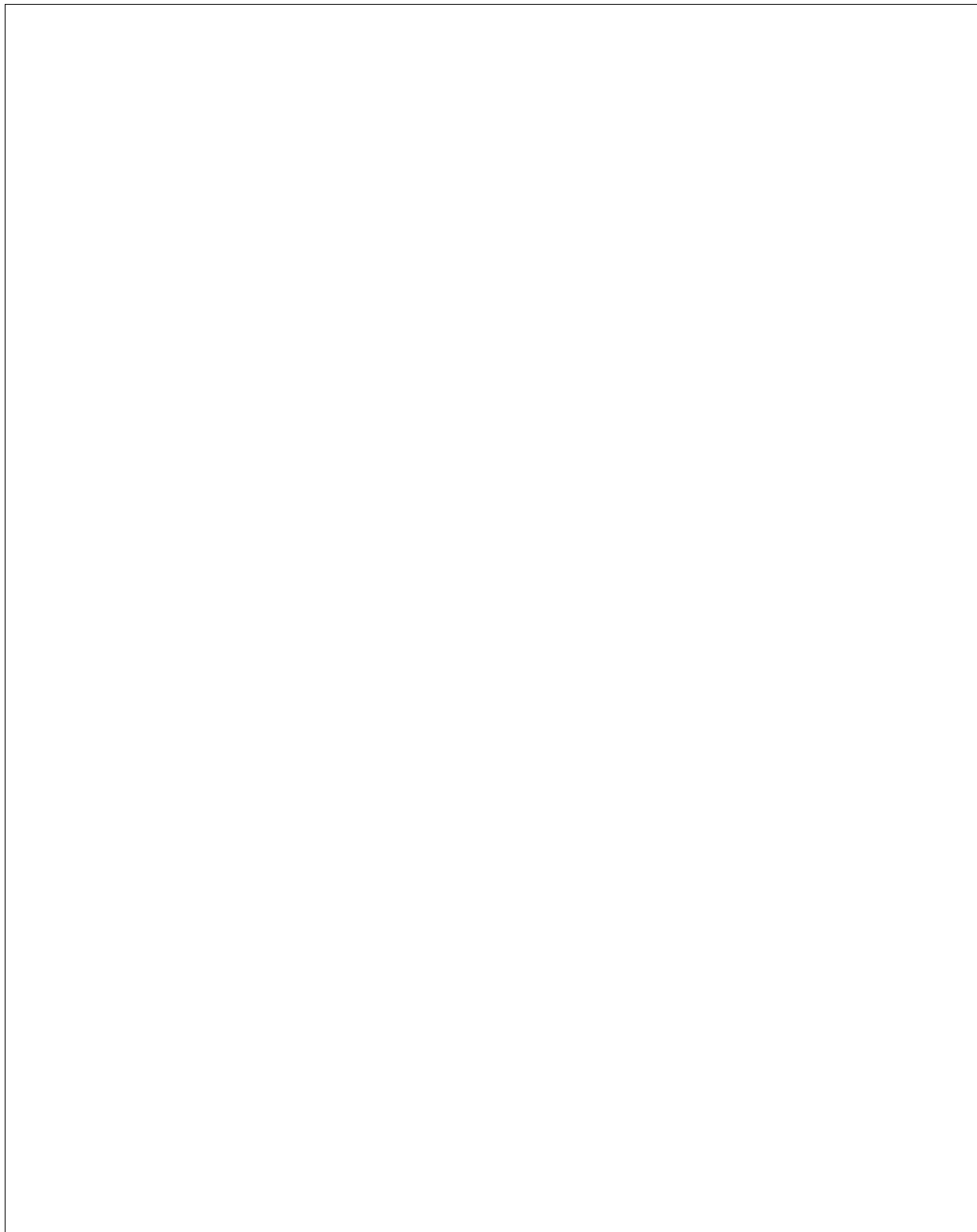
Kérjük, az e-mail-t a VÁLASZLAP 2-n található szövegvázba írja. A feladat megoldásához nyomtatott szótár használható.

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## VÁLASZLAP 2

### 3. Közvetítés



#### 4. Íráskészség 1. (Emlékeztető - Memo)

### MEMO

To:

From:

Date:

1)

2)

3)

4)

**5. Íráskészség 2. (Hivatalos 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

**AZ ÉRTÉKELŐK TÖLTIK KI!**

<b>3. feladat (közvetítés)</b> Maximális pontszám: 15 pont	Elért pontszám:		Teljesítési minimum: 6 pont
<b>4. feladat (emlékeztető)</b> Maximális pontszám: 15 pont	Elért pontszám:		Teljesítési minimum:
<b>5. feladat (e-mail)</b> Maximális pontszám: 15 pont	Elért pontszám:		12 pont

Az 1. értékelő aláírása és kódja: \_\_\_\_\_

A 2. értékelő aláírása és kódja: \_\_\_\_\_

**MEGOLDÓKULCS AZ ÍROTT SZÖVEG ÉRTÉSE FELADATOKHOZ:**

**1. Írott szöveg értése 1. (Classified Advertisements)**

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

**2. Írott szöveg értése 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