

ФАКУЛЬТЕТ АЕРОНАВІГАЦІЇ, ЕЛЕКТРОНІКИ ТА ТЕЛЕКОМУНІКАЦІЙ

(назва інституту (факультету))

Кафедра авіаційної англійської мови

ЗАТВЕРДЖУЮ

Зав. кафедри _____

(підпис)

(ПІБ)

«_____» _____ 20__ р.

ТИПОВІ ТЕСТОВИ ЗАВДАННЯ

з дисципліни «Ділова англійська мова»

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TEST 1

1 Read these sentences that a student wrote. He has made mistakes with his prefixes. Write the correct prefix for each sentence.

- a When we got to the check-in the only seats left on the plane were **anti**-smoking.
- b India is a good example of an **over** lingual country. They speak a lot of languages there.
- c At first Terry couldn't understand the text. He must have **multi**-read it at least three times before he understood it.
- d The **post**-president, Bill Clinton, is going to visit the prime minister for an informal discussion.
- e He was not to blame for the fight. He was just acting in **anti**-defence.
- f This word is often **dis**used. Not everyone knows how to use it correctly.
- g After his undergraduate course he decided to do an **over**-graduate course.
- h Oh dear! I haven't bought enough drinks for everyone. I must have **dis**counted how many people are here.
- i She thought the chicken was **pre**-cooked because it seemed a little raw.
- j I've **dis**placed my keys. Have you seen them anywhere?

2 Put the correct prefixes in front of the following words. For the first sentence there are two possible answers.

- a Frank was supposed to stay for only two days. He ended up staying a week and would have stayed longer if his hosts hadn't made it clear he had _____ stayed his welcome.
- b Peter was furious when he picked up the paper and saw they'd _____ printed his name.
- c She has never liked working for other people and has always preferred to be _____ - employed.
- d It was only when he decided to resign that they realised they had _____ valued his hard work.

e I think it is safer to buy jeans which are _____-shrunk because with other types of jeans you'll never know how much they'll shrink when you wash them.

3. Put the following words and phrases into the correct column in the table below.

- | | |
|------------------------------------|------------------------------|
| · by the time I was five· | before I came to my lesson |
| · yet | by this time next week |
| · by midnight tonight | so far |
| · by the time I finish this course | before the end of this year |
| · by the time I started school | lately |
| · recently· | by last Monday |
| · before now | before the end of this month |

Before a point in the past	From the past until now	Before a point in the future

4 Which tenses are often used with each group of phrases in the table?

a Before a point in the past _____

b From the past until now _____

c Before a point in the future _____

5 Complete the following sentences below with information about yourself.

Achievements (or lack of achievement) in childhood

By the age of three _____

By the time I started school _____

By the time I was ten _____

Achievements (or lack of achievement) so far

_____ so far.

_____ yet.

Up until now _____

Future ambitions

By this time next year _____

By the time I'm sixty-five _____

By the time I finish this course _____

TEST 2

1. Match the abbreviations with the correct definition.

For example 1. m.p.h. – (e) miles per hour

1. **m.p.h.** (a) per calendar month
2. **etc. (etcetera)** (b) as soon as possible
3. **i.e. (id est)** (c) and others
4. **e.g. (exempli gratia)** (d) per year
5. **R.R.P.** (e) miles per hour
6. **n.b. (nota bene)** (f) and other similar things
7. **esp.** (g) estimated time of arrival
8. **P.T.O.** (h) please reply
9. **A.S.A.P.** (i) for example
10. **VAT** (j) take special notice of
11. **R.S.V.P.** (k) in other words
12. **et. al.** (l) recommended retail price
13. **p.a. (per annum)** (m) including
14. **p.c.m.** (n) please turn over
15. **lb. (libra)** (o) pound (imperial weight)
16. **inc.** (p) value added tax
17. **ETA** (q) weight
18. **wt.** (r) especially
19. **nr.** (s) thousand
20. **k** (t) near

2. Look at the sentences below and decide which ones require commas. Put the commas in the correct places.

(1) Amanda lives on her own in a one-bedroom flat. She keeps her money in the bedroom which has a lockable door.

(2) Sandra lives on her own in a two-bedroom house. One of the bedrooms has a lock on it the other doesn't. She keeps her money in the bedroom which has a lockable door.

(3) Richard Martin has three daughters. One lives in New York, one lives in Sydney and the youngest one lives in Liverpool. Next week he is going to visit his daughter who lives in New York.

(4) Robert Williams has a son. Next week he is going to visit his son who lives in New York.

(5) There were a lot of cars parked in the car park but only one was involved in the accident. The man whose car was hit by the lorry was furious when he returned.

(6) It was very fortunate that only one car was parked in the car park when the accident happened. However, the man whose car was hit by the lorry was furious.

Do the parts of the sentence with commas include important or extra information?

Do the relative clauses without commas tell you something important or extra?

3. First put the story below into a logical order (there are various possibilities).

The man gave the dog a drink.

A dog walked over to him and licked his hand.

One evening a man walked into a pub.

The man asked for a packet of salted crisps instead.

Once again the dog went over to him and licked him.

As usual the man gave the dog a drink.

The barmaid served him and then the man sat a table.

4. Look at the notes below and expand them to make complete sentences. Be careful with your punctuation and remember the most likely words you will need to add are prepositions, auxiliary verbs and articles. Also you might need to write the full form of some abbreviations. Some help has been provided in bold.

Enormous egg / with circumference 81.78 cms. / found Western Australian beach / 1993 / by 3 children / initially mistook it for very large smooth rock (**you'll need to use a relative pronoun to connect the last part of the sentence**)

What makes egg even more extraordinary / that bird laid it / monstrously large flightless bird called Aepyornis Maximus or 'elephant bird' / became extinct about 400yrs. ago + lived only on island Madagascar / at least 6,5k kms. from Australian coastline

Scientists believe egg / transported from Madagascar (**use modal of deduction and be careful it needs to be in the passive form**) / on prevailing ocean currents / Indian + Southern Oceans actually converge at exact point egg found Egg now kept Western Australian Museum / paid \$25k Australian children's families / recognition of egg's importance scientists

TEST 3

1 Working with a partner put the sentences below into the most suitable column in the table.

As I see it....	I'm not at all keen on....
Do you really think so?	I'm not exactly sure what you mean.
From my own point of view	I'd say....
Given the choice I'd go for....	How about....
I adore....	I see you point, but....
I believe....	I can't stand....
I hardly think so.	I particularly like....
I really love....	I wouldn't like to say.

I'd rather....	I'm afraid it's not really my cup of tea.
I'm in two minds about this.	I'm not really sure.
I'm not too sure about that.	I'm not very fond of....
I'm quite keen on....	I'm really not in favour of....
If I had to choose I'd opt for....	If you asked me, I'd say....
In my opinion....	It seems to me that....
It's a difficult choice, but on the whole I prefer....	Let's....
It's difficult to say.	One possibility would be to...
Now, that's a difficult question.	Personally,....
That's one way of seeing it but....	We could always....
We'd like to....	We're going to....
We've decided to....	What about....
Why don't we....	Yes, but have you thought about....

Language of agreement	Language of disagreement	Showing uncertainty	Making suggestions	Stating opinion
Expressing likes	Expressing dislikes	Showing preference	Describing your decisions	Asking clarification

2. Look at the broken sentences below. Put them into the correct tense and then answer the questions about yourself. You will need to add some words.

1. If/you/have/the/ability/to/become/invisible/when/you/use/it/and/what/for?
2. If/you/can/read/minds/whose/mind/you/read/and/why?
3. If/you/have/one/wish/what/it/be? I wish....

4. Imagine/that/you/can/control/people/by/telepathy. When/you/use/it?

5. Suppose/that/you/witness/a/crime/commit/by/someone/famous. What/you/do?

3. Now look at the answers below from five different people and match them to the questions above.

(Antonio) I'm not sure what I'd want. I'm quite content with the things the way they are. I guess if I had to make one, I'd probably like to do something which would benefit a lot of people. Perhaps, putting an end to world hunger.

(Beata) Well, the first thing that came to my head was blackmail. I know it's not the right thing to do but people like these after role models and shouldn't behave like that. However, I'm not really sure if I'd have the courage to do it. I don't think I'd have the courage to go to the police either. I guess I'd probably do nothing.

(Cristina) This is something I'd love to be able to do and I'm sure I'd see a lot of things which I wasn't supposed to. I'd probably end up getting into trouble because of it but it'd be so much fun. Could you imagine being able to go to the cinema without paying? You could save a fortune on all sorts of things.

(Daniel) I'd hate this and I certainly wouldn't use it. In the wrong hands this could be catastrophic! One person could have power over the whole world. On the other, if it was used properly you could use it to help people overcome their fears.

(Erica) I have no doubts when I'd use this - with my boyfriend! I know sometimes the lies he tells me are white lies - you know not hurt my feelings - but I prefer honesty. And what I hate most is when he says he's going to be back at a certain time but I know he has not intention of returning at that time. I wish he'd just tell me the truth!

4. Now match one of the words in the text to one of the definitions below.

(a) conquer

(b) help

(c) lot of money

(d) satisfied

(e) plan/aim

(f) a harmless untruth

(g) disastrous

(h) demanding money by threatening to reveal information

5. Look at the sentences below. Write T next to the ones which are true and F next to the ones which are false. The first has been done for you.

(a) You usually find a caption under a photograph in a newspaper. (T)

(b) If someone was having problems with 6 across, they would be reading the letters page.

(c) The best place to find out what is going on in famous people's lives is the gossip column.

(d) Newspapers are divided into two groups - commercial and financial.

(e) On the whole, newspapers come in two sizes - broadsheet and tabloid.

(f) Classified advertisements are usually placed by private sellers.

(g) An agony aunt usually writes the horoscopes for newspapers.

(h) If you were reading an obituary, you would be reading a review about a theatre play.

(i) The editorial is a section in the newspaper which gives the newspaper's opinion.

(j) An editor would be happy if the circulation of his paper was gradually decreasing.

6. Now look at the headlines below and try to guess what each story is about and where you might find them. Choose from the box.

sports pages television guide business pages gossip column

domestic/home news foreign news arts pages

1. Ratings soar with telly soap murder

2. U.S. paper sued for libel

3. United out after 4-0 defeat

4. Tories lose another seat

5. Rembrandt exhibition sees record queues

6. Whitbread Ltd. all set for multi-million merger

7. L.A. clean up after another shake of 7.2 on Richter scale

8. Another case of TB in local primary

9. Bygate to wed no.6

10. Terrific title defence with 2nd round K.O.

Now choose one of the above and write the rest of the article.