

I. USE OF ENGLISH. Circle the best possibility:

- 1) Sonia _____ for a place to live. She _____ with her sister until she finds somewhere.
 a) is looking / is staying b) looks / stays c) is looking / stays d) looks / is staying
- 2) Don't be late, _____?
 a) won't you b) do you c) shall you d) will you
- 3) How long _____ Arabic?
 a) do you learn b) are you learning c) have you been learning d) learn you
- 4) Carol _____ very bored in her job. She did the same thing every day.
 a) must be b) had to be c) mustn't be d) must have been
- 5) I was very tired when I arrived home. I _____ hard all day.
 a) was working b) have been working c) had been working d) worked
- 6) A: Look at the sky, it's so dark! B: Yes, it _____.
 a) is going to rain b) shall rain c) rains d) will rain
- 7) What _____ if you _____ a million pounds?
 a) would you do / win b) do you do / win c) will you do / won d) would you do / won
- 8) Two hundred people _____ the company.
 a) employs b) is employed by c) employ d) are employed by
- 9) She said that John _____ his job.
 a) will give up b) is going to give up c) is giving up d) had given up
- 10) She wanted to know what _____ in my spare time.
 a) do I do b) I do c) did I do d) I did
- 11) I passed the exam and _____.
 a) so Tom did b) Tom did so c) Tom so did d) so did Tom
- 12) Would you mind _____ the door?
 a) close b) to close c) to closing d) closing
- 13) You can't stop me _____ what I want.
 a) do b) to do c) doing d) do to
- 14) _____ sun is _____ star.
 a) a / a b) - / a c) the / - d) the / a
- 15) She's lucky. She has _____ problems.
 a) few b) a few c) many d) a little
- 16) I wouldn't like to be a teacher. It's _____ boring job.
 a) so b) such c) such a d) so a
- 17) The exam was quite easy - _____ than we expected.
 a) easier b) more easier c) the easiest d) the most easiest
- 18) _____ you work much harder, you won't pass the exam.
 a) as soon as b) if c) as long as d) unless
- 19) I don't understand this sentence. What _____?
 a) does mean this word b) does this word mean c) means this word d) this word means
- 20) I like her courage. She never _____.
 a) gives in b) gives away c) gives down d) gives out

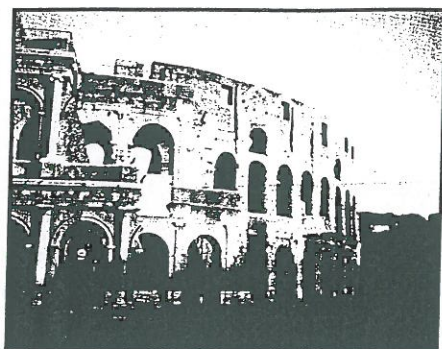
When in Rome, do business as the Romans do

Gone are the days, shortly after the Velvet Revolution, when Czech businessmen in lilac suits and white socks flooded the European business stage. Many things have changed since then. Not only have Czech business people changed their clothing and the make of their cars but with time they have discovered that there is more to doing business than just a good offer and neat appearance. Being able to do good business needs diplomatic skills and, especially, good knowledge of business etiquette: a different version for each country, if possible.

Let us take an ordinary business meeting scheduled for 10 a. m. What time will your business partner knock on the door of your office? A German will certainly arrive right on time, a British partner may consider a 15 minutes' delay perfectly all right, and you can expect a Spaniard to arrive happily around eleven. What about you? How much delay would you allow yourself, if any?

The next step is meeting and greeting each other. An average Czech person is used to shaking hands with his or her business counterpart and a short but firm grip is the sign of openness and self-confidence. There is thus no problem with the French, Germans, Belgians, or Italians, who are used to the same form of greeting. But in the case of the French, you have to shake hands with everybody, not leaving out anyone, which would be considered rude. The British and the Scandinavians, on the other hand, are more reserved, so don't expect much physical contact from their side and respect their need for personal space.

When presented to a person, you ought to remember his or her name and title. The importance



of titles changes from country to country but you should never omit it if you are dealing with a German partner. You can also find yourself in a confusing situation in Portugal or Italy, where anyone with a university degree is called a doctor and engineers, lawyers and architects want to be

called by their own professional titles. In such cases an exchange of business cards can be of great help. You should read them carefully and not just slip them into your pocket.

But when do you actually sit down to discuss business matters? Germans like to discuss business details before eating. The British are used to talking about trade matters during a business lunch. However, don't try to bring up any business-related problems before or during the main course if you are in France, Italy, Spain, or Portugal. Everything has its time so you should wait until dessert is served before you get to anything related to the business deal.

After your business mission has been completed you can wonder how much of your success or failure depended on the quality or price of your product and how much of it was caused by your behaviour. If you've come to the conclusion that business etiquette will restrain you from behaving naturally, you can be sure that knowing the business manners of the country you trade with actually makes your professional life much easier and allows you to concentrate on the important matters of your business deal. As the ancient proverb goes, "When in Rome, do as the Romans do".

4. Write a summary of the article in about 50 words:

II. READING

Name: _____

1. Name the nationalities which are mentioned in the text:

2. Find words in the text with the same or similar meaning as the following expression:

paragraph 1:
1. spread over flooded

2. formal manners etiquette

para 2:
3. planned scheduled

para 3:
4. tight holding firm grip

5. sincerity openness

para 4:
6. introduced presented

7. leave it out omit

para 5:
8. agreement deal

para 6:
9. discourage you from restrain from

10. lets you focus allows you to concentrate

3. Decide whether the statements below are true or false according to the text:

		X	✓
A	Czech business people have changed their style of clothing since the Velvet Revolution.		✓
B	Czech business people are successful because they know how to make good offers.	X	
D	British partners don't like to arrive early for meetings.		✓
D	French people shake hands less than Italians do.	X	
E	Scandinavians like physical contact.	X	
F	Germans prefer it if you don't use their professional titles.	X	
G	In Italy people who have a university degree are often called "Doctor".		✓
H	The British like to eat before doing business.	X	
I	Business life is easier if you behave naturally.	X	

III. Prepositions. Fill in the gaps with appropriate prepositions if necessary:

- Spring is here, it's time to think of/about new fashion.
- Jack is not very clever. He 's bad at all subjects.
- Have you ever read anything by Agatha Christie?
- I would like to apply for this job.
- The course started — last Monday.
- She doesn't know the answer to this question.
- I can't believe it. He was accused of a murder.
- His grandmother suffers from a serious illness.
- My father prefers coffee to tea.
- I would like to apologise for my mistake. I haven't done it on purpose.
- Her grandfather has false teeth and he has to cut the meat into small pieces.
- I jumped into the river and swam across it. Then I was on the other bank.
- Tell us something about the largest city in the world.
- We always watch the news on television.
- His daughter plays — the violin every afternoon.
- This umbrella won't protect you from the rain! There are holes in it! against/in
- Jim always tries on at least five pairs of jeans in this shop.

IV. Transformations.

Complete the second sentence so that it has a similar meaning to the first sentence. You must not use more than five words including the word in BOLD. Do not change this word. Contracted forms (*don't*) count as two words.

- 1, I'd like you to find this word in the dictionary. **LOOK**
Will you look this word up in the dictionary?
- 2, I'm sorry I can't give you all the expensive things in life. **WISH**
I wish I could give you all the expensive things in life.
- 3, I haven't got the money, so I'm not going on holiday. **WOULD**
If I had the money I would go on holiday.
- 4, Tennis was something that never interested me. **USED**
I never used to be interested in tennis.
- 5, Jack got someone to paint the house while he was away. **PAINTED**
Jack had the house painted while he was away.
- 6, I am sure that Jane was at home. The light was on. **BEEN**
Jane must have been at home. The light was on.
- 7, I prefer going to Scotland. **RATHER**
I would rather go to Scotland.
- 8, Although he has a pleasant manner he is a bad manager. **DESPITE**
He isn't a good manager despite his pleasant / having a pleasant manner.
- 9, I couldn't stop laughing. I was very amused. **SO**
I was so amused I couldn't stop laughing.
- 10, "Where have the apples disappeared?" my brother asked. **WONDERED**
My brother wondered where the apples had disappeared.

V. Cloze test. Circle the best possibility:

Building Your House

An elderly carpenter was ready to retire. He (1) _____ his employer of his plans to leave the house-building business to live a more (2) _____ life with his wife and to enjoy his grandchildren. He said that he would miss the pay cheque each week, but he wanted to retire. They could (3) _____. The contractor was sorry to see his good worker go, and asked if he (4) _____ just one more house (5) _____ a personal favour. The carpenter said yes, but over time it was easy to see that his heart was not in his work. The quality of his work was poor and he (6) _____ cheap and low-class materials. It was an unfortunate way to end a dedicated career. When the carpenter finished his work, his employer (7) _____ to inspect the house. He looked around the house without (8) _____. Then he handed the front-door key (9) _____ the carpenter and said, "This is your house? my gift to you."

The carpenter was shocked! (10) _____ shame! If he had known he was building his own house, he (11) _____ it all so differently. And so it is with us. We build our lives, a day at a time, often putting less than our best into the building. Then, with a shock, we realise that we have to live in the house we (12) _____ just built. If we could do it over, we (13) _____ it much differently. But we cannot go back. Someone once said, "Life is a do-it-yourself project." Your attitude, and the (14) _____ you make today, helps build the "house" you will live in tomorrow. (15) _____, build wisely.

- | | | |
|---|---|---|
| 1. <input checked="" type="radio"/> A) told | B) mentioned | C) said |
| 2. <input type="radio"/> A) easily | <input checked="" type="radio"/> B) leisurely | C) slowly |
| 3. <input checked="" type="radio"/> A) get by | B) get away with | C) get to |
| 4. <input type="radio"/> A) built | B) will build | <input checked="" type="radio"/> C) would build |
| 5. <input checked="" type="radio"/> A) as | B) so as | C) like |
| 6. <input type="radio"/> A) was used to | B) was used | <input checked="" type="radio"/> C) used |
| 7. <input checked="" type="radio"/> A) came | B) was coming | C) had come |
| 8. <input type="radio"/> A) saying | B) telling word | <input checked="" type="radio"/> C) saying a word |
| 9. <input type="radio"/> A) for | <input checked="" type="radio"/> B) to | C) - |
| 10. <input type="radio"/> A) What | <input checked="" type="radio"/> B) What a | C) How a |
| 11. <input type="radio"/> A) had done | B) would do | <input checked="" type="radio"/> C) would have done |
| 12. <input type="radio"/> A) - | <input checked="" type="radio"/> B) have | C) had |
| 13. <input checked="" type="radio"/> A) would do | B) will do | C) did |
| 14. <input type="radio"/> A) desitions | <input checked="" type="radio"/> B) decisions | C) desicions |
| 15. <input checked="" type="radio"/> A) Therefore | B) Thanks to | C) So that |