# Business and Work – Test 1

Name: Class: Date: Score: / 30

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Choose the best option (A, B, C or D) for each question.

## Part 1: Meaning and word choice

*Choose the word or sentence that best fits the meaning.*

1. The company had to _____ 200 workers when the factory closed.
   **A** lay off **B** lay down **C** lay out **D** lay up

2. "Sofia was promoted last month." This means she...
   **A** got a lower salary
   **B** was given a more senior position
   **C** left the company voluntarily
   **D** started working part-time

3. Our sales figures have been disappointing, so the board has decided to cut the marketing _____.
   **A** salary **B** wage **C** budget **D** fee

4. Which word means "a person who is paid to give expert advice to a company"?
   **A** client **B** colleague **C** candidate **D** consultant

5. "I'm afraid Mr Patel is out of the office. Can I take a _____?"
   **A** message **B** note **C** call **D** letter

6. Which sentence is correct?
   **A** The company earned a big benefit last year.
   **B** The company made a large profit last year.
   **C** The company won a large profit last year.
   **D** The company gained a big benefit of money last year.

7. After ten years in sales, Daniela decided to _____ and work for herself.
   **A** retire **B** resign **C** dismiss **D** recruit

8. "Could you give me a rough estimate of the cost?" Choose the best response.
   **A** Yes, it's very rough, I'm afraid.
   **B** The cost is completely exact.
   **C** I estimate it was very much.
   **D** Around five thousand euros, but I'll confirm the exact figure by Friday.

## Part 2: Collocations

*Choose the word that naturally combines with the words around the gap.*

9. We need to _____ a deadline of 30 June for this report.
   **A** arrive **B** catch **C** meet **D** win

10. Before we sign the contract, I'd like to _____ a few changes to the terms.
    **A** do **B** make **C** take **D** give

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11. The two companies are hoping to _____ an agreement by the end of the week.
**A** reach **B** arrive **C** do **D** put

12. Lucia is going to _____ a presentation to the new clients tomorrow.
**A** say **B** tell **C** give **D** speak

13. The company has decided to _____ a new product line next spring.
**A** throw **B** launch **C** shoot **D** raise

14. Profits have _____ sharply this quarter, so we can afford to hire new staff.
**A** raised **B** grown up **C** risen **D** lifted

15. I'm sorry, but I have a very _____ schedule today. Could we meet tomorrow instead?
**A** narrow **B** thin **C** slim **D** tight

16. Our department has been asked to _____ costs by 10% next year.
**A** cut **B** fall **C** decline **D** sink

## Part 3: Word families

*Choose the correct form of the word in brackets to complete each sentence.*

17. The new software has made our team much more _____. (PRODUCE)
**A** production **B** productivity **C** productive **D** producer

18. We received over 300 _____ for the marketing position. (APPLY)
**A** appliances **B** applications **C** applicators **D** applied

19. Many employees complained about the _____ of the new rules. (FAIR)
**A** unfair **B** fairly **C** unfairly **D** unfairness

20. The company's _____ to expand into Asia was a great success. (DECIDE)
**A** decision **B** decisive **C** decidedly **D** decided

21. Our _____ rose by 15% after the new website went live. (SELL)
**A** sellers **B** sales **C** selling **D** sold

22. She works as a financial _____ at a large bank. (ANALYSE)
**A** analysis **B** analytical **C** analyst **D** analyse

23. Over 500 people are _____ at the new plant. (EMPLOY)
**A** employment **B** employer **C** employee **D** employed

## Part 4: Vocabulary in context

*Read the text and choose the best meaning for each word or phrase as it is used in the text.*

When Amara Osei started her catering business five years ago, she had just two employees and a rented kitchen. Today, her company provides lunches for more than forty offices across the city, and she has a staff of thirty-five.

'The first year was tough,' she admits. 'We barely broke even. I was working fourteen-hour days and doing everything myself, from cooking to keeping the accounts.' Things began to change when a large law firm signed a two-year contract with her. 'That deal gave us a steady income, so I could finally take on more staff and invest in better equipment.'

Amara believes that her success depends on her team. She offers flexible working hours and pays above the industry average, which helps her keep good people. 'Staff turnover in catering is usually

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very high,' she explains. 'Replacing workers is expensive and time-consuming, so I'd rather look after the people I already have.'

However, growth has brought new challenges. Food prices have gone up, and Amara has had to negotiate with suppliers to keep her costs under control. She is also considering whether to expand into a second city. 'It's a big risk,' she says. 'I don't want to overstretch the business. But if we don't grow, our competitors will.'

For now, she is taking things one step at a time. Her advice to new entrepreneurs? 'Don't be afraid to ask for help, and never stop listening to your customers.'

24. "We barely broke even" (paragraph 2) means the business...
    **A** made a large loss
    **B** made almost no profit but did not lose money
    **C** nearly closed down
    **D** earned a lot of money quickly

25. "take on more staff" (paragraph 2) means...
    **A** train more workers
    **B** dismiss more workers
    **C** employ more workers
    **D** pay workers more

26. "a steady income" (paragraph 2) is...
    **A** a regular, reliable income
    **B** a large but unpredictable income
    **C** a small, temporary income
    **D** an income from investments

27. "Staff turnover" (paragraph 3) refers to...
    **A** the total amount of money staff earn
    **B** the number of hours staff work
    **C** the way new staff are trained
    **D** the rate at which employees leave and are replaced

28. "negotiate with suppliers" (paragraph 4) means...
    **A** complain to customers about prices
    **B** discuss terms with the companies that sell her ingredients
    **C** stop buying from other companies
    **D** advertise to new businesses

29. "overstretch the business" (paragraph 4) means...
    **A** make the business more popular
    **B** sell part of the business
    **C** make the business try to do more than it can manage
    **D** move the business to a bigger kitchen

30. "entrepreneurs" (paragraph 5) are...
    **A** people who start and run their own businesses
    **B** people who work in restaurants
    **C** people who lend money to companies
    **D** people who buy products online

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# Answer key – Business and Work – Test 1

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 1 A | 2 B | 3 C | 4 D | 5 A | 6 B | 7 B | 8 D | 9 C | 10 B |
| 11 A | 12 C | 13 B | 14 C | 15 D | 16 A | 17 C | 18 B | 19 D | 20 A |
| 21 B | 22 C | 23 D | 24 B | 25 C | 26 A | 27 D | 28 B | 29 C | 30 A |

## Explanations

1. **A** – 'Lay off' means to stop employing workers, usually because there is not enough work.
2. **B** – To be promoted means to move to a higher or more senior position.
3. **C** – A budget is the amount of money planned for a department or activity.
4. **D** – A consultant is an expert paid to give professional advice.
5. **A** – 'Take a message' is the standard phrase on the phone when someone is unavailable.
6. **B** – We say 'make a profit'; 'benefit' means an advantage, not money earned.
7. **B** – To resign is to leave a job by choice; 'retire' means stop working completely.
8. **D** – A rough estimate is an approximate figure, so the reply gives an approximate amount.
9. **C** – The correct collocation is 'meet a deadline'.
10. **B** – We say 'make changes', not 'do changes'.
11. **A** – 'Reach an agreement' is the natural collocation.
12. **C** – We 'give a presentation'; 'say', 'tell' and 'speak' do not collocate with it.
13. **B** – To 'launch a product' means to introduce it to the market.
14. **C** – 'Rise' is intransitive (no object), so 'profits have risen'; 'raise' needs an object.
15. **D** – A 'tight schedule' is one with very little free time.
16. **A** – 'Cut costs' is correct; 'fall', 'decline' and 'sink' cannot take an object.
17. **C** – An adjective is needed after 'more', so 'productive' is correct.
18. **B** – 'Applications' are formal requests for a job; 'appliances' are machines.
19. **D** – A noun is needed after 'the', and the context is negative, so 'unfairness'.
20. **A** – A noun is needed after the possessive 'company's', so 'decision'.
21. **B** – 'Sales' means the amount of goods sold, which is what rises.
22. **C** – A person's job title is needed, so 'analyst'.
23. **D** – A passive past participle is needed after 'are': 'are employed'.
24. **B** – To break even means income equals costs, so there is no profit and no loss.
25. **C** – 'Take on' staff means to hire or employ them.
26. **A** – 'Steady' means regular and not changing much.
27. **D** – The text links turnover to replacing workers, which shows it means people leaving and being replaced.
28. **B** – Suppliers provide goods, and to negotiate is to discuss in order to reach an agreement.
29. **C** – To overstretch is to push something beyond its limits, which is the risk of expanding too fast.
30. **A** – An entrepreneur is someone who sets up and runs a business, like Amara.

**Notes for teachers:** Use this test after a Business English unit or as a diagnostic for B2 learners. It targets common errors such as confusing 'profit' and 'benefit', 'rise' and 'raise', and 'make' and 'do' collocations, as well as noun and adjective endings. As a follow-up, ask students to write a short company profile using at least ten target words from the test.

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