

# Test plasujący z języka angielskiego

(źródło Macmillan, zmodyfikowany za zgodą wydawnictwa)

Zalecane jest uzupełnienie maksymalnej ilości zdań niezależnie od poziomu osoby testowanej.

Po rozwiązaniu testu proszę sprawdzić poprawność odpowiedzi według klucza, który znajduje się pod testem. Interpretacja wyników znajduje się pod kluczem

## Test leksykalno-gramatyczny

Proszę uzupełnić poniższe zdania odpowiednim słowem lub zwrotem. W każdym zdaniu możliwa jest tylko jedna poprawna odpowiedź.

1. \_\_\_\_\_ *you know how to make presentations?*

- A. Can
- B. Are
- C. Were
- D. Do

2. *Why \_\_\_\_\_ you leave your previous job?*

- A. did
- B. have
- C. are
- D. do

3. *"This is Mark speaking. I \_\_\_\_\_ Maria today because she is ill."*

- A. replaced
- B. am replacing
- C. replace
- D. was replacing

4. *We \_\_\_\_\_.*

- A. usually have meetings once a month
- B. have usually meetings once a month
- C. have meetings usually once a month
- D. have usually once a month meetings

5. *'The Wealth of Nations' \_\_\_\_\_ by Adam Smith.*

- A. wrote
- B. is written
- C. was written
- D. has been written

6. *Mr Kruger did not get the job because he \_\_\_\_\_ up late for the interview.*

- A. came
- B. arrived
- C. turned
- D. was

7. *You \_\_\_\_\_ get a visa to travel to Germany – a valid passport is enough.*

- A. must not
- B. do not must
- C. have not to
- D. do not have to

8. *As a manager, I am \_\_\_\_\_ fifty staff in my department.*

- A. responsible to
- B. in charge of

- C. liable for
- D. deal with

**9. "This is Peter Greenfield from Genie Ltd. Can you \_\_\_\_ Jane Daly in the Sales?"**

- A. send me to
- B. put me through to
- C. transfer to
- D. call to

**10. Have you seen \_\_\_\_\_ report our manager is talking about?**

- A. a
- B. some
- C. any
- D. the

**11. We have been active in this market \_\_\_\_ five years.**

- A. since
- B. from
- C. for
- D. by

**12. Let's meet at 5:30, I \_\_\_\_\_ work by then.**

- A. will have finished
- B. will finish
- C. will be finishing
- D. am finishing

**13. I feel very \_\_\_\_ in my job because my boss is very demanding.**

- A. stress
- B. stressed
- C. stressful
- D. stressing

**14. If you \_\_\_\_ hard, you can get a promotion in six months.**

- A. are going to work
- B. will work
- C. will be working
- D. work

**15. Most of the projects we work on have very tight \_\_\_\_.**

- A. terms
- B. deadlines
- C. dates
- D. plans

**16. We \_\_\_\_ a lot of interesting contacts at the trade fair last week.**

- A. made
- B. make
- C. have made
- D. had made

**17. She \_\_\_\_ to make an appointment before she arrived.**

- A. forget
- B. forgot
- C. has forgotten
- D. had forgotten

**18. If we \_\_\_\_ 10% of administrative staff, we would save 100,000€ next year.**

- A. dismiss
- B. dismissed
- C. will dismiss
- D. have dismissed

**19. Dealing \_\_\_\_ paperwork is very time-consuming when you are a sole trader.**

- A. by
- B. about
- C. with
- D. to

**20. I come to the office and leave when I want – I \_\_\_\_.**

- A. have fixed working hours
- B. have changeable working hours
- C. work flexitime
- D. work antisocial hours

**21. Information technology is a very \_\_\_\_ business nowadays.**

- A. profitable
- B. profit
- C. profitability
- D. non-profit

**22. The labour costs in Europe are much higher \_\_\_\_ in Asia.**

- A. like
- B. as
- C. then
- D. than

**23. They asked us \_\_\_\_ postpone their payment.**

- A. if
- B. to
- C. -
- D. that

**24. I can't come at 5 o'clock because I \_\_\_\_ a customer and I can't cancel it.**

- A. meet
- B. am meeting
- C. will meet
- D. will have met

**25. We usually \_\_\_\_ within 48 hours from the moment the order is placed.**

- A. come
- B. transport
- C. deliver
- D. fetch

**26. I will start with a(n) \_\_\_\_ of my presentation.**

- A. overview
- B. list
- C. menu
- D. contents

**27. The software we use hardly ever crashes – it is very \_\_\_\_.**

- A. user-friendly
- B. reliable
- C. resistant
- D. practical

**28. We \_\_\_\_ our trade partners about the delay in processing orders.**

- A. said
- B. told
- C. reported
- D. spoke

**29. I just wish I \_\_\_\_ with my manager in the same room – it's so stressful.**

- A. didn't work
- B. couldn't work
- C. don't work
- D. shouldn't work

**30. We are sorry but we haven't looked into your complaint \_\_\_\_.**

- A. already
- B. still
- C. yet
- D. since

**31. We are going to have a party in our company as Mr Foster, our CEO, has decided**

- \_\_\_\_\_
- A. on retiring
  - B. get retired
  - C. retire
  - D. to retire

**32. "Mrs Goldberg is not at the office at the moment. \_\_\_\_\_?"**

- A. Can you take a message?
- B. Can I take a message?
- C. Would you like me to call her back?
- D. Would you like her to call me back?

**33. "I'm not sure if we have enough in stock. I'll speak to the warehouse and call you \_\_\_\_\_."**

- A. forward
- B. in return
- C. back
- D. up

**34. From your CV I can see that you have a lot of \_\_\_\_\_ in this field.**

- A. experience
- B. qualifications
- C. references
- D. education

**35. Due to a technical fault, we had to \_\_\_\_\_ one of our products from the market.**

- A. retake
- B. replace
- C. take away
- D. withdraw

**36. We would like to sell more of our product next year to increase our \_\_\_\_\_.**

- A. stock in the market
- B. market share
- C. part of the market
- D. bit of the market

**37. People come and go all the time in their company so they have to \_\_\_\_\_ people all the time**

- A. recruit
- B. dismiss
- C. promote
- D. lay off

**38. We are looking forward \_\_\_\_\_ at the conference in Munich next year.**

- A. to meeting you
- B. to meet you
- C. meeting you
- D. to your meeting

**39. "Flight LX 1371 to Basel is now \_\_\_\_\_. Passengers are requested to proceed to gate 6."**

- A. taking off
- B. landing
- C. boarding
- D. cancelled

**40. PTX Computers wants to \_\_\_\_\_ New IT, its competitor.**

- A. monopolise

- B. acquire
- C. sell
- D. invest

**41. The company \_\_\_\_\_ James if he hadn't leaked its secret.**

- A. wouldn't fire
- B. wouldn't fire
- C. wouldn't have fired
- D. wouldn't have been firing

**42. \_\_\_\_\_ being very expensive, our competitor's product was not very good quality.**

- A. unless
- B. although
- C. however
- D. in spite of

**43. We discovered that he was wasting time when he \_\_\_\_\_ customers.**

- A. should have been visiting
- B. should visit
- C. should have visited
- D. should be visited

**44. We can't find the documents anywhere – they \_\_\_\_\_.**

- A. must destroyed
- B. must have destroyed
- C. must have been destroyed
- D. must have been destroying

**45. I asked John to help me with the project, but he \_\_\_\_\_ .**

- A. denied
- B. doubted
- C. rejected
- D. refused

**46. By this time next year the company \_\_\_\_\_ enough people to open a new factory.**

- A. will train
- B. will have trained
- C. will be training
- D. will have been training

**47. It's no use \_\_\_\_\_ for change in this department – you have to toe the line.**

- A. fighting
- B. to fight
- C. being fought
- D. to be fought

**48. My boss asked me if I \_\_\_\_\_ the latest sales figures.**

- A. had seen
- B. saw
- C. would see
- D. have

**49. At the end of each year we hold staff appraisal \_\_\_\_\_ in all departments.**

- A. parties
- B. groupings
- C. gatherings
- D. meetings

**50. We'll improve our customer service, \_\_\_\_\_ will help us to win back the UK market.**

- A. what
- B. which
- C. why
- D. how

## Test: Rozumienie tekstu pisanego

Uzupełnij tekst jednym słowem

Interviewing a candidate for a position that **(51)** \_\_\_\_\_ just become vacant is no easy task, as any HR manager can tell. With the abundance of books such as "Job interviews for dummies", "Job interviews made easy", "Commonly Asked Job Interview Questions (with Key)" and a plethora of other how-to's, the interviewers **(52)** \_\_\_\_\_ easily predict what they will hear from some 80% of candidates who have taken pains to memorize the book wisdom, hoping to impress prospective employers with set phrases like "I have good communicative skills". A good interview question might then **(53)** \_\_\_\_\_ indeed a million dollar question, especially when recruiting **(54)** \_\_\_\_\_ top-level management positions.

Sadly enough, many interviewers have been in their HR-related jobs for so **(55)** \_\_\_\_\_ and have spoken to so many candidates that they seem to have lost the faculty of being creative and original, resorting to "safe" and typical topics like the candidate's **(56)** \_\_\_\_\_ experience, strengths and weaknesses, achievements and failures, why did you decide to leave your previous job and why do you want to work for this company. On the other **(57)** \_\_\_\_\_, there are those Catbert-like, malicious types who, just like the Inquisition, derive immense satisfaction from seeing a candidate nervously fidgeting on the chair, with panic **(58)** \_\_\_\_\_ their eyes, trying to comment in German on a random quotation from Einstein's *Mein Weltbild* that the evil interviewer had put in front of them and asked "What do you think about it?".

Instead of waiting for old and new management gurus to come up with a new set of "principles" and "guidelines" for interviewers, perhaps those **(59)** \_\_\_\_\_ for staff recruitment should simply start using their common sense. Is it really rocket science to forget about "What qualifications do you have?" (it's in the bloody CV, for heaven's sake) and ask "What would you do if..."? **(60)** \_\_\_\_\_ Mr Big Name in HR have to write a learned article in a prestigious Journal for Fundamental HR Issues before the truth about the uselessness of "Why did you leave your previous job?" can be revealed to the world?

No. It's just enough to ask the right questions.

## Klucz odpowiedzi

1. D	11. C	21. A	31. D	41. C	51. has
2. A	12. A	22. D	32. B	42. D	52. can /
3. B	13. B	23. B	33. C	43. A	may / might
4. A	14. D	24. B	34. A	44. C	53. be
5. C	15. B	25. C	35. D	45. D	54. for
6. C	16. A	26. A	36. B	46. B	55. long
7. D	17. D	27. B	37. A	47. A	56. past /
8. B	18. B	28. B	38. A	48. A	previous/
9. B	19. C	29. A	39. C	49. D	work
10. D	20. C	30. C	40. B	50. B	57. hand
					58. in
					59.
					responsible
					60. Does/ will

### Interpretacja wyników:

**0-15 punktów** – nie kwalifikujesz się na poziom B1, który jest najniższym poziomem oferowanym z języka angielskiego w CJ UEK

**16-30 punktów** – kwalifikujesz się na poziom B1

**31-45 punktów** – kwalifikujesz się na poziom B2

**46-60 punktów** – kwalifikujesz się na poziom C1