

Probeklausur für Wirtschaftsenglisch (Stoff der Semester 2 und 3)

I. Complete the following sentences by inserting the correct form (adjective or adverb) of the word in brackets (one point for each correct answer).

1. Foreign trade has (great) **greatly** increased the availability of consumer goods.
2. There have been (considerable) **considerable** improvements in the performance of our subsidiaries.
3. The country's balance of payments was (positive) **positive** last year.
4. Our HR manager speaks English (good) **well**
5. Our HR manager speaks English (reasonable) (good) **reasonably well**
6. This was an (excellent) **excellent** performance.
7. This was an (extreme) **extremely** well-organized conference.
8. He remained (silent) **silent** when I asked him.

II. Convert the statements below into reported speech. Assume that the speaker does not know if the situation has changed (one point for each correct answer).

9. "I often worked from home last year." She explained that she **had often worked from home the year before.**

10. "I have been working on that report for two days." She said that **she had been working on that report for two days.**
11. "Does Iran want to develop a nuclear bomb?" He wondered **if Iran wanted to develop a nuclear bomb.**
12. "Why didn't you mail him the documents?" She wanted to know **why I hadn't mailed him the documents.**
13. "We cannot wait any longer." She said that **they couldn't wait any longer.**

III. Fill the gaps in the following sentences with a suitable relative pronoun.

Add any commas that are missing (one point for each correct answer).

14. Our project manager , **who** is a British citizen, doesn't like it when he is not informed about delays.
15. Mr Spencer, **whose** application form we received yesterday, is a very promising candidate.
16. My boss, **who(m)** you met the other day, is going to get married.
17. The colleague **who / that** interviewed him says that he's available at once.
18. The thing **which / that** impressed her most is his personality.

IV. Fill the gaps with the correct form of the verb in brackets (1 point for each correct answer).

19. My wife enjoys (work) **working** for her new employer.
20. He was talking to me about (go) **going** to Japan next spring.
21. We cannot afford (lose) **to lose** this very important client.

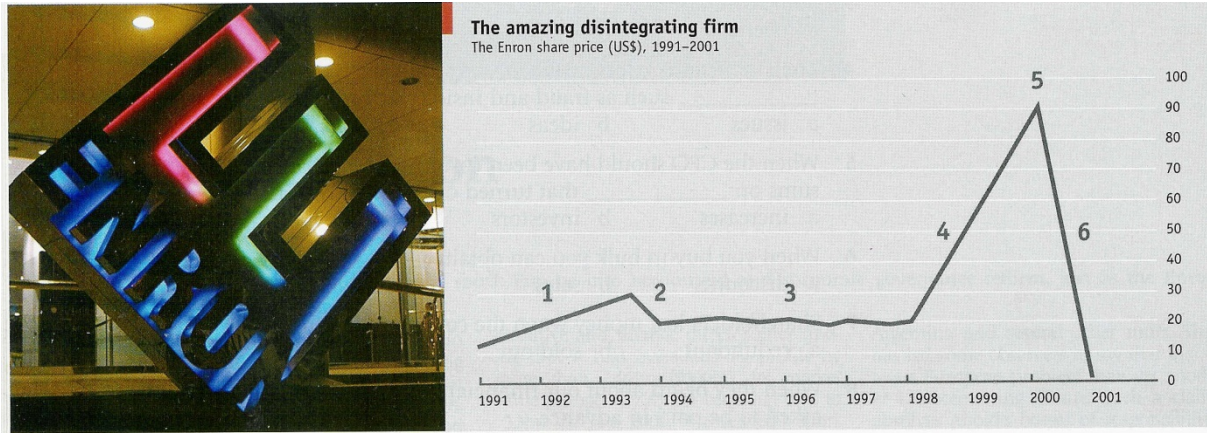
22. There's a disco in the hotel. The music started at 11 pm and it stopped me (get to sleep) **getting to sleep** till 3 am.
23. In meetings, I usually let my boss (do) **do** the talking.
24. She denied (steal) **stealing** my cell phone.
25. I expect you (be) **to be** on time.

*V. Complete the sentences by translating the German word in brackets into its English equivalent in its correct form (tense, singular, plural, etc.) (one point for each correct answer). **Achtung: Einige der hier abgefragten Vokabeln sind u.U. nicht relevant für die aktuelle Klausur!***

26. (KGs) **Limited partnerships** are businesses in which the liability of at least one partner is unlimited.
27. (Einzelkaufleute) **Sole traders** run their businesses alone.
28. In my opinion, our products are no longer (wettbewerbsfähig) **competitive**.
29. The method of just-in-time delivery was devised to save costs of (Lagerhaltung) **inventory holding**.
30. Ports used to be seen merely as (eine Schnittstelle) **an interface** in the transport chain.
31. Health insurance is (gesetzlich vorgeschrieben) **statutory** in most EU countries.

VI. Describe the six numbered sections of the chart below as exactly as possible. Use nouns, verbs, adjectives and adverbs for your description

*where possible. Try not to use any of the describing words more than once
(two points for each correct description with new words).*



Mögliche Lösung:

Between 1991 and 1993 Enron's share price rose steadily. Over the next 12 months the price dropped slightly. It fluctuated mildly until 1998 when there was a sharp increase. The share price reached its peak in 2000. Over the following year there was a dramatic and sudden fall.

VII. Business Correspondence

Sie erhalten eine Situationsbeschreibung und Notizen, auf deren Grundlage Sie einen Geschäftsbrief schreiben sollen.

Achten Sie genau auf die Aufgabenbeschreibung! U.U. müssen bestimmte Wörter wörtlich übersetzt werden!

Versuchen Sie, die Wortbegrenzung einzuhalten und vergessen Sie nicht, die Wörter zu zählen. Falsche oder keine Angaben führen zum Abzug von 3 Punkten!

Bewertungskriterien für den Geschäftsbrief:

- **Language (grammar, orthography, range of vocabulary)**
- **Structure (logical sequence of points, paragraphs)**
- **Style (appropriateness)**
- **content (task achievement)**
- **Conciseness (KISS, word limit)**