**Communication skills 1 – English**

**Guidelines**

* **Read all questions carefully before you start.**
* **Follow the instructions you are given.**
* **Make sure your answers are legible.**

1. **Grammar**  /40
   1. **Correct if necessary [if you think a sentence is correct, write “correct”]   
       /10**
2. I have told you her name only five minutes ago. You’re never listening to me!

Only weg

1. Christine went to the opera yesterday. She has never been before.

had

1. Before we sell the car, we have to make sure we wash him.

it

1. Would you still love me if I would have a beard?

Had

1. Can you give me an advice on which mobile phone I should buy?

Could zou ik gebruiken, maar ik denk dat het juist is

1. Nick was told he had to be at the airport a hour before his flight left.

an

1. She told him he has to come home, but he refused.

had

1. You can never remember when the Atomium in Brussels was built, do you?

Can of could

1. She will always believe every word he says, doesn’t she?

Won’t she

* 1. **Fill in the correct form of the following irregular verbs /10**

1. I have never bought(to buy) a lottery ticket.
2. Yesterday he gave(to give) me his old mobile phone.
3. He drew(to draw) his sword and killed the pirate.
4. I wanted to watch Deadpool 2, but my friends have seen(to see) it already.
5. I thought I had sent(to send) her a birthday card, but apparently, I hadn’t.
6. She was convinced she would become rich if she had grown (to grow) weed in her greenhouse.
7. Jack had been working late all week, so he left(to leave) the party before midnight.
8. He partied all night and slept(to sleep) all day.
9. I don’t think you should have lend(to lend) him any money.
10. He was devastated when he heard she had thrown (to throw) away his favourite shirt.
    1. **Put the verbs in parentheses into the correct form /10**
11. Joe has been working (to work) at Starbucks for six months, but he doesn’t think he will stay much longer.
12. ‘This maths homework is impossible!’. -- ‘Hold on, I will give(to give) you a hand.’
13. He usually buys(to buy) her flowers for her birthday, but this year she’s getting perfume.
14. Didn’t Ryan Gosling win (Ryan Gosling /to win /not) an Oscar last year?
15. I was walking (to walk) in the park when suddenly it started to rain.
16. James left work, caught(to catch) the train and went home.
17. There had been(to be) seven accidents so far this week – and it’s only Wednesday!
18. Does Claire prefers (Claire / to prefer) dark chocolate or white?
19. In 1969, Apollo 11 landed (to land) on the moon.
20. ‘Could I speak to William, please?’ ‘I’m afraid that won’t be possible. He is chosing (to choose) an engagement ring as we speak.’
    1. **What is the superlative of the following words? (5)**
21. sad: saddest
22. happy: happiest
23. important: most important
24. busy: busiest
25. bad: worst
    1. **Complete with an appropriate modal verb. (5)**
26. Laura might (use a modal that expresses *possibility*) come with us to the pub tonight, but I doubt it because she has an exam tomorrow.
27. This may (use a modal that expresses *deduction*) be Barbie’s house. It’s the only house in the street with a pink door.
28. Last night, there was a fire in the local primary school. I could (use a modal that expresses *ability*) hear the fire brigade and there was smoke everywhere.
29. You are not able to (+NOT) park here (use a modal that expresses *prohibition*). This is a no-parking zone.
30. Mozart could (use a modal that expresses *ability*) play the piano expertly when he was only five.

**2. Vocabulary ( /40)**

**Give the English words (translation or synonym) for:**

**[Write your answers on page 8] [Mind the spelling!]**

1. tweetalig 5. dinsdag

2. achtste 6. X2

3. vierkantswortel 7. ; (what is the name of this symbol?)

4. VAT (write in full) 8. fridge (write in full)

9. Her plan is based on the underlying \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*veronderstelling*) that the economy will improve in the near future.  
   
10. Jennifer won a cash \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*geldprijs*) for guessing correctly how many jelly beans there were in the jar.  
   
11. Star Wars \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*to set a higher standard or goal, de lat hoger leggen*) on special effects.  
   
12. Recognize contribution and strengths. This f\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*helps develop, encourages*) collaboration.

13. It’s easy to get \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ away (*to be so excited or enthusiastic that you forget everything else*) when you are discovering a new game.

14. The puffer fish is found in warmer parts of the world both in sea water and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*zoet*) water.

15. Local buyers can pay in baht, but foreign buyers have to pay in \_\_\_\_\_\_\_\_\_\_\_\_ currencies, such as the dollar or the euro.

16. Jackson told a few jokes in an attempt to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*make less sad or serious*) her mood.  
   
17. My sister-in-law suffers from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*frequent*, *happening or appearing multiple times; steeds terugkerende*) headaches.

18. The \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was caused by a combination of lightning strikes and very dry conditions. (*a fire burning in an area of land with many trees that is difficult to control and sometimes spreads quickly*)  
  
19. The population \_\_\_\_\_\_\_\_\_\_\_\_\_\_ dramatically in the first half of the century. (*become or make greater in size, amount, or degree*) (**niet** ‘grow’, **niet** ‘enlarge’)  
  
20. We were strangers at first, but we \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (1 word; past tense) (*een emotionele band krijgen*) with each other quickly.  
   
21. He is always prepared to \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ (4 words; expression) (*do more than you are required to*) to help a friend.

22. At \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ (*2 words; eb, laagtij*), you can walk across to the island.

23. I think we have to go ahead and do the best we can under the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*omstandigheden*).

24. If you are a budding comedian and want to see if your jokes work, you should try an \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ night! (2 words; *a time when anyone is allowed to tell jokes, sing etc in a bar or club*)

25. If it is hungry, the animal's pupils will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*become wider*) as soon as the food dish appears.

26. I've always had trouble with my \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*vertering*) - I think I don't chew my food enough.

27. She had such a high fever, her body started to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*to shake violently, to shake without control*).

28. Occasionally, tours may have to be cancelled at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (2 woorden; *at the last minute*).

29. When you are studying, it is best to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*mark written words with a special coloured pen, or in a different colour on a computer*) the most important sections clearly.

30. If you don’t \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_, (2 words; phrasal verb; *to admit you have done something*) you’ll be grounded for a week!

31. Helen has been a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*abonnee*) to Railway Magazine for twenty years.

32. It's exhausting having to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*to make the same journey regularly between work and home*) from Hasselt to Brussels by car every day.

33. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ supervised the placement of his newest sculpture in the garden. (*a person who creates sculptures out of material such as wood, clay, metal, or stone*)

34. Personally, I hate musicals, but you know what they say: one man’s meat is \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (3 words; *expression used to say people like different things*).

35. No building can stand without \_\_\_\_\_\_\_\_\_\_\_\_\_\_ foundations (stevig) (**niet** ‘solid’, **niet** ‘stable’).  
  
36. We must grasp every opportunity to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ economic ties with other countries. (*versterken*) (**niet** ‘reinforce’)

37. Which is your favourite \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*the taste of something*): chocolate, vanilla or strawberry?

38. It’s hard not to lose my \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*suddenly become very angry*) when my father criticizes everything I do.

39. When you are having a telephone conversation you are more likely to start \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and let your attention wander. (*being* *unable to concentrate because one is preoccupied by something*)  
  
40. There were some\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ characters hanging around outside, so we decided to call the police. (*verdacht*)

**Put your answers here**

1 bilingual 21 go the extra mile(4 words)

2 eighth 22 low tide(2 words)

3 square root 23Circumstances

4 Value Added Taxes 24open mic (2 words)

5 Tuesday 25 dilate

6 squared 26 digestion

7 semicolon 27 tremble

8 refrigerator 28/// (2 words)

9 assumption 29highlight

10 prize 30fess up (2 words)

11 raise the bar/up the ante 31 subscriber

12 facilitation 32

13 blown 33 sculptor

14 fresh 34 another mans poison(3 words)

15 /// 35 foster

16 lightened 36 firm

17 recurring 37 commute

18 forest fire 38 mind

19 increased 39 distracted

20/// 40 suspicious

**3. Writing ( /10)**

**a. Correct any mistakes in the following email. Do NOT rewrite the email. /5**

Dear Mister McDonald => sir => Yours faithfully

Thank you for writing for letting us know that you would like to place an order with us. However, I’m sorry please accept my apologies to say that the product you requested is currently out of stock. We expect it back in about three days, so it would be available from on thursday Thursday 14 June.

Would you still like to place the order with us? We could offer you a 10% discount on any order larger then than 20 items. More details can be found in the brochure we have included.

Thanks Thank you again for chosing choosing our company. We look forward to receive your reply.

Yours faithfully

Tom Smith

Executive Assistant

**b. Read the following letter. Fill in each gap with the appropriate word. /5**

🡺sample sentences:

(…)

For your information, we have attached our current price list (prijslijst).

(…)

We look ­­­­­­­forward to hearing from you soon.

(…)

**KLAD**

**Communication skills 1 – Nederlands**

Richtlijnen

* **LEES EERST ALLE OPGAVEN VOOR JE AAN HET EXAMEN BEGINT.**
* **ZORG DAT JE DUIDELIJK LEESBAAR SCHRIJFT.**
* **ALLES OP JE EXAMEN MOET IN PEN STAAN.**

**1.THEORIE /15**

1. **Zijn de volgende beweringen waar of onwaar? Schrijf in de tabel: W = Waar; O = Onwaar.**

**Opgelet: giscorrectie! ⇒ juist antwoord (+1); onjuist (-1). Je kan er dus ook voor kiezen niets in te vullen (-0/+0). (/5)**

1. Hoe we dingen waarnemen is zeer subjectief, maar wat we waarnemen is objectief.

2. Het is onmogelijk om niet te communiceren in de bewuste aanwezigheid van anderen.

3. Bij spontane feedback staat het leereffect centraal.

4. Mensen reageren negatief op pupilverwijding.

5. Mimicry is een paralinguïstisch aspect van communicatie.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
| W | O | O | O | O |

**b. Leg uit én geef een voorbeeld. (/4)**

**barrièregedrag (/2)**

**Barriere gedrag is het gedrag dat bijvoorbeeld sommige mensen zich tijdens een presentatie zich achter een tafel of iets zich “veiliger” oftewel beter noemen zegmaar.**

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**paralinguïstiek (/2)**

**Dit heeft te maken met, stemhoogte, intonatie, accent, spreektempo enzovoort**

**………………………………………………………………………………………………………………………………………………………………**

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**c. Van welke begrippen uit het hoofdstuk communicatietheorie krijg je hier de omschrijving? (/2)**

Als het communicatiekanaal de bron van ruis is en niet de zender of ontvanger, spreken we van interne ruis. Een krant kan slecht gedrukt zijn, een telefoon kan storen en woorden kunnen verloren gaan in het lawaai van langsrijdend verkeer.

Van onmiddellijke communicatie spreken we als mensen in elkaars aanwezigheid zijn, terwijl er bij gemedieerde communicatie sprake is van een medium, zoals brieven, telefoon, kranten, televisie en radio.

**d. Interne ruis kan op twee manieren worden veroorzaakt. Leg uit en gebruik goede voorbeelden. (/4)**

**IK HEB DIT NIET ECHT TEGOEI KUNNEN VINDEN**

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**2. HERSCHRIJFOEFENING /10**

**Herschrijf deze zinnen in vlot, zakelijk en correct Nederlands.**

* + 1. Hij is werkzaam te Antwerpen, maar is genoodzaakt van job te moeten veranderen.

Hij werkt in Antwerpen, maar is genoodzaakt van job te veranderen.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + 1. Het spelen van games door jonge kinderen kan leiden tot het verlies van concentratievermogen.

Bij jongen kinderen kan het spelen van games leiden tot het verlies van concentratievermogen.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + 1. Je ziet bij het Engels dat omdat spelling en uitspraak zoveel van elkaar verschillen het bijna onmogelijk word om de spelling goed aan te leren.

Bij het Engels wordt bijna onmogelijk om spelling goed aan te leren omdat spelling en uitspraak zoveel van elkaar verschillen

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + 1. Met dit schrijven laten wij u weten dat het begeleiden van het transport zal gebeuren door een beveiligingsfirma.

Het begeleiden van het transport laten wij u weten via deze mail/brief en dit zal gebeuren door een beveiliginsfirma

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + 1. Ik heb hedenmorgen gehoord dat de vergadering zal aanvangen om 10 uur.

Ik heb vanochtend gehoord dat de vergadering om 10 uur zal zijn.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. SPELLING (in werkelijkheid op /20 🡺 /10) /10**

**a. Maak een samenstelling van de volgende woord(del)en: ( /4)**

SNB + er SNB’er

pet + fles petfles

cloud + oplossing cloudoplossing

data + acquisitie data-acquisitie

**b. Verbeter enkel indien fout. Schrijf OK indien correct. ( /6)**

artificiëel artificieel

frontendontwikkelaar OK

zo-even OK

oostvlaams Oost-Vlaams

kettingkje kettinkje­­­­­

baby’tje OK

**4. WERKWOORDEN /20 🡺 /10**

**LET OP! Elke fout of blanco kost je 1.5 punt.**

**4.1. Gebruik de juiste vorm in de tegenwoordige tijd.**

* + 1. Wordt (worden) je zoon tegenwoordig vaak opgebeld door dat interimkantoor?
    2. (Bereiden, imperatief) Bereid je goed voor op het examen: (studeren, imperatief) studeer regelmatig en (vermijden, imperatief) vermijd slaappillen en pepmiddelen tijdens de examenperiode.
    3. Weet jij wat deze job in de praktijk (inhouden) inhoudt
    4. Misschien sms’t (sms’en) hij je vandaag nog, dus je houd (houden) je gsm best in het oog.

**4.2. Gebruik de juiste vorm in de verleden tijd.**

1. De studenten (haten) haatten hun buurman zo erg dat ze hem maandenlang (pesten) pestten(ik zou beter hebben gepest doen)
2. Hij (bonzen) bonsde zo hard op de deur dat zij zich een hoedje (schrikken) schrokken
3. De sporters (skiën) skieden heel sierlijk van de helling naar beneden, tot ze plots in wat losse sneeuw (belanden) belandden en een lelijke val maakten.
4. De studenten verspreidden (verspreiden) zich toen de lectoren naderden (naderen).

**4.3. Vul het voltooid deelwoord (als adjectief) in.**

Op tien jaar tijd is dat bedrijf vier keer verhuist (verhuizen).

Mijn baas heeft me gisteren nog om 23.24u ge-sms’t (sms’en).

Pas nadat hij het bestand gisteren had geüpdatet (updaten), merkte hij dat er ontbrekende gegevens waren.

De (shaken, adjectief) geshakete cocktail was overheerlijk, maar de scampi’s waren een beetje (verbranden) verbrandt

**KLAD**

⍈ ***Welke tips heb je nog voor dit vak?***