

Engleski jezik – Završni ispit

1. Which of the following is used to start a very formal letter?

- A Dear John B Hi Suzy C My dear Elaine D Dear Sir or Madam

2. Which of the following is a way of starting a formal letter?

- A Thank you for your letter dated 26th May 2011.
B Thanks for your letter, it was great to hear from you.
C Thank you for your letter about...
D Thanks for dropping me a line.

3. Which would be a suitable way to introduce some bad news in a formal way?

- A I feel really bad about this but...
B I'm sorry to have to break the bad news but...
C I regret to inform you...
D I'm sorry about...

4. Which of the following is an expression suitable for a formal letter?

- A Regards to Jane
B Please give my regards to Jane
C Say hi to Jane
D Give Jane my best wishes

5. Which of the following is NOT a suitable final sentence for a formal letter?

- A I look forward to hearing from you soon.
B Hope to see you soon.
C Looking forward to a swift response.
D Looking forward to meeting you.

6. Which of the following is NOT a suitable way to end a formal letter?

- A Yours faithfully
B Yours sincerely
C Best wishes
D Love

7. In a formal letter where should the date go?

- A At the top right-hand corner of the page, under your address.
B At the top right-hand corner of the page, above your address.
C At the bottom left of the page.
D At the bottom right of the page.

8. Which beginning does NOT go with a letter that ends with „Yours faithfully“?

- A Dear Sir
B Dear Ms Adler
C Dear Madam
D To Whom It May Concern

9. How should you end a letter that begins with „Dear Miss Forman“?

- A Your sincerely
- B Yours sincereley
- C Your sincerly
- D Yours sincerely

10. „_____ the documents you requested.“ Which phrase should you use in a formal letter?

- A Please find in
- B Please look inside for
- C Please find attached
- D Please find enclosed

11. „_____, Anna“. Anna is emailing the CEO of a company. She has never met her face-to-face so she is writing formally. Which is the best way for Anna to end the email?

- A Love from
- B Regards
- C See you
- D Kisses

12. „I am writing to _____“. Which phrase could begin the first line of a formal letter of complaint?

- A express my dissatisfaction with...
- B request your assistance with...
- C inform you about...
- D demand...

13. It's so easy doing business with that company; they're so _____.

- A professional
- B fast to respond
- C bureaucratic
- D impersonal

14. Rico coffee _____ the best coffee in the world.

- A production
- B producer
- C produces
- D product

15. Which of the following abbreviations is the odd one out?

- A MD
- B CEO
- C PA
- D GMT

16. Which of the following prefixes is used to change the word „professional“ to its opposite meaning, i.e. „amateur“?

- A improfessional
- B unprofesional
- C disprofessional
- D unprofessional

17. I didn't want a partner to work with me, I only wanted the capital investment, so I looked around for a _____ partner.

- A sleeping
- B sleepy
- C dormant
- D tired

18. *Baby LTD.*, the big toy producer, has been buying shares in its biggest competitor, *Games are Great* in an agressive _____.

- A merger
- B joint venture
- C alliance
- D takeover

19. On your official letter your name should appear

- A at the top, on the right
- B at the bottom
- C at the top, on the left
- D at the top and at the bottom

20. If you start your letter with *Dear Sirs*, you end it with

- A Yours sincerely
- B Best wishes
- C Your sincerely
- D Yours faithfully

21. The abbreviation *Enc.* should appear

- A at the bottom, on the left
- B at the top, on the right
- C below sender's address
- D at the bottom, on the right

22. Sender's address should appear

- A at the top, on the right
- B at the top
- C below the date
- D at the bottom, on the left

23. The complimentary close of an official letter reads:

- A I/We look forward about hearing from you
- B I/We look forward to hearing from you
- C I/We look forward to hear from you
- D I/We looking forward to hearing from you

24. Choose the incorrect opening salutation:

- A Dear Madam
- B Dear Anne Morrison
- C Dear Anne
- D Dear Mrs Morrison

25. Choose the incorrect date:

- A 12 January 2001
- B January 12, 2001
- C Berlin, 12 January 2001
- D 2001-1-12

26. The abbreviation for Missis is:

- A Mrs
- B Ms
- C Mss
- D Miss

27. Which of the following is an expression suitable for a formal letter?

Dear Mr Smith, we are sorry to _____ that...

- A say you
- B let you know
- C inform you
- D explain you

28. Which of the following is an expression suitable for a formal letter?

Thank you for bringing this _____ to my attention.

- A thing
- B matter
- C stuff
- D items

29. Which of the following is an expression suitable for a formal letter?

I am extremely _____ the service I received...

- A dissatisfied with
- B dissatisfied from
- C cross about
- D cross for

30. Which of the following is an expression suitable for an informal letter?

Hi John, how's it going? _____ my holiday in Spain.

- A I am writing to give you some details regarding...
- B I intend to describe
- C I want to tell you about...
- D I'd like to say you...

31. Which of the following is an expression suitable for a formal letter?

As you will see from my CV, I have _____ experience in this area.

- A masses of
- B a considerable amount of
- C loads of
- D great

32. Which of the following is an expression suitable for an informal letter?

That's all now. See you tonight! _____, Mary

- A Yours faithfully
- B Yours sincerely
- C Best wish
- D Love

33. BZ Pharmaceuticals is dependent _____ profits from sales in its Asian market.

- A in
- B to
- C at
- D on

34. Recent years have seen an increase _____ the number of customers from overseas markets.

- A in
- B on
- C for
- D by

35. The telecom sector has been suffering _____ dramatically falling share prices.

- A to
- B by
- C from
- D of

36. Max supermarket has been placing big orders _____ local producers. This means many of their products travel fewer miles and that's good for the environment.

- A with
- B to
- C for
- D at

37. UKS bank has entered _____ big merger negotiations with a Swedish bank.

- A to
- B in
- C into
- D at

38. The business grew _____ 10% last year, making pre-tax profits \$2bn.

- A at
- B for
- C to
- D by

39. Before you seal and send your letter, make sure to

- A punctuation
- B proofread
- C sensitive
- D transition it

40. As soon as your certified letter reaches the

- A recipient
 - B margin
 - C receiver
 - D salutation
- you will be notified.

41. Choose

- A justified
- B modified block format
- C block format
- D spelling

if you want to put the date and closing in the centre of the page

42. Set off the list of „Do's and Dont's“ by using

- A body
- B letterhead
- C bullets
- D formal

43. The envelope indicated that there was

- A an enclosure
- B an attachment
- C a salutation
- D an indent,

but in fact there was only a letter inside.

44. The

- A tone
- B active voice
- C direct mail
- D punctuation

of the first paragraph was optimistic, so I wasn't expecting the bad news in the middle.

45. I decided not to interview her, because her cover letter contained very poor

- A arrival notation
- B block format
- C single spacing
- D grammar

46. With block format, all new paragraphs are indented.

- A T
- B F

47. In business letters a salutation is generally followed by a comma or a colon.

- A T
- B F

48. Business letters should be simple and easy to read.

- A T
- B F

49. It is advisable to wait a day between writing and sending an important letter.

- A T
- B F

50. The date on a business letter should appear after the salutation.

- A T
- B F

51. My company has just spent two million dollars, _____ a world famous artist to paint a huge mural for the main entrance foyer.

- A asking
- B ordering
- C consulting
- D commissioning

52. During the riots, hundreds of people broke into the city's main department store and _____ it. There was almost nothing left after the night had finished.

- A stole
- B looted
- C mugged
- D conned

53. The new government group will _____ the effects of smoking on the academic abilities of people under 18 years of age.

- A report
- B research
- C inform
- D invent

54. This fruit has been in the fridge for over three weeks! It's all _____.

- A rotten
- B sour
- C bitter
- D mouldy

55. I don't think Jones and Marlowe should work together on this project. They have shown us before that they are quite _____ as partners.

- A rebellious
- B disinterested
- C disagreeable
- D incompatible

56. You have been _____ with first degree murder. How do you plea?

- A accused
- B charged
- C blamed
- D caused

57. That old house hasn't been lived in for nearly thirty years, hence the fact that it looks so _____.

- A decrepit
- B trashed
- C rotten
- D derelict

58. The great thing about this bank loan is that they give you so long to _____.

- A pay it in
- B give it up
- C pay it up
- D pay it off

59. We can't use this table as it isn't totally _____. The balls will roll to one side.

- A plane
- B flat
- C vertical
- D true

60. _____ me another beer Des. Then I really must be going. It is quite late!

- A spill
- B trickle
- C pour
- D fill

1	D	31	B
2	A	32	D
3	C	33	D
4	B	34	A
5	B	35	C
6	D	36	A
7	A	37	C
8	B	38	D
9	D	39	B
10	D	40	A
11	B	41	B
12	A	42	C
13	A	43	A
14	C	44	A
15	D	45	D
16	D	46	B
17	A	47	A
18	D	48	A
19	B	49	A
20	D	50	B
21	A	51	D
22	A	52	B
23	B	53	B
24	B	54	A
25	C	55	D
26	A	56	B
27	C	57	D
28	B	58	D
29	A	59	B
30	C	60	C