

Score: 60

Units 5-9

Grammar:

- **articles**
- **noun phrases**
- **passive**
- **collocations**
- **countable/uncountable nouns**

Topics / vocabulary:

- **intercultural differences and awareness**
- **formal vs informal style**
- **customer-supplier sequence**
- **business letter layout**
- **business correspondence – formulaic language**
- **typical letters in commercial correspondence : collocations, 4-point plan**
- **network commerce**

Engleski jezik 1 PITUP Sample Test 2 Units 5-9 (NP)

Name: _____ Date: _____ / 60

1. Translate the following items into English.		16
žalba u vezi isporuke pogrešne robe		
količinski popust		
komunikacija licem u lice	<i>face-to-face communication</i>	
povući robu s tržišta		
...		
...		
...		
(8 items will be given)		
...		

2. Complete the gaps with appropriate words. There are two odd items.				9
___ transition	___ exchanged	___ expensive	___ via	
2 extended	1 subscription fee	___ network	___ time	
<p>Users now pay a 1) _____ to access the information over an 2) _____ period of time. The company has thus made the 3) _____ from selling a physical product to a buyer to providing the user access to a service over 4) _____ .</p> <p>In 5) _____ economy everyone is connected the Internet, and information is 6) _____ at the speed of light.</p> <p>(8 items and 2 odd items will be given). Source: reading Units 5-9</p>				

3. Translate the parts of sentences in Croatian into English. Write your answers in the table below the text.		16
<p>Examples include individual words, collocations, formulaic expressions Grammar: countable/uncountable nouns, comparison, passive, indirect questions, articles 8 examples</p>		
<p>U (1) MREŽNOM GOSPODARSTVU everyone is connected (2) PUTEM INTERNETA, and information (4) SE RAZMJENJUJU at the speed of light.</p> <p>(5) U PRILOGU SE NALAZE pricelists with full information about (6) USLUGAMA KOJE NUDIMO.</p> <p>Your order No. 5983D (7) UPRAVO SE OBRAĐUJE.</p>		

1) network commerce	5)
2) via the Internet	6)
3)	7)
4)	8)
9)	10)

4. Insert articles in the text below if necessary. Write your answers (a / an / the / 0) in the table below the text. **3**

As you will see from 1) ____ our catalogue, our protection systems are tailored to 2) ____ individual programs. Please let me know whether you would like to arrange 3) ____ meeting with our Technical Director to prepare 4) ____ more detailed report about your program and particular requirements.

(9 examples will be given).

1) 0	2) 0	3) a
4) a	5)	6)
7)	8)	9)

5. Read the section of the text below. Answer the following questions. Write short complete sentences. **10**

As you will see from our catalogue, our protection systems are tailored to individual programs. Please let me know whether you would like to arrange a meeting with our Technical Director to prepare a more detailed report about your program and particular requirements.

What type of correspondence is this? ..
It is a formal business letter – a reply to an inquiry

Who is writing the letter – the buyer or the supplier? ..
The letter is written by the

Summarize the letter:
Which part of the letter is it? Why is the person writing the letter/ what does he expect the other side to do?

This is the final part of the letter in which the supplier
The supplier expects to ... / would like to know / suggests ...ing

6. Put the following parts of sentences in correct order. **6**

a) what the employer is looking for b) and before you write your covering letter

c) Most jobs will be advertised d) you should study the advertisement
e) in order to find out f) online

3 sentences will be given