

# 新剑桥商务英语 (高级)

词汇用法 测试

## Test Your Business Vocabulary in Use

Advanced

Joy Godwin and  
Lyn Strutt

Cambridge  
Professional  
English

 人民邮电出版社  
POSTS & TELECOM PRESS

Test Your Business Vocabulary in Use

# 新 剑桥商务英语 (高级)

## 词汇用法 **测试**

---

Joy Godwin &

Lyn Strutt

---



人民邮电出版社  
POSTS & TELECOM PRESS

## 图书在版编目 (CIP) 数据

新剑桥商务英语词汇用法测试 (高级) / (英) 戈德温 (Godwin, J.), 斯特拉特 (Strutt, L.) 著;  
- 北京: 人民邮电出版社, 2006.5

ISBN 7-115-14134-7/F·733

I. 新… II. ①戈…②斯…III. 商务—英语—词汇—习题 IV. H313-44

中国版本图书馆 CIP 数据核字 (2005) 第 129253 号

*Test Your Business Vocabulary in Use Advanced* by Joy Godwin and Lyn Strutt

ISBN 0-521-61150-4

Copyright © Cambridge University Press 2005

Originally published by Cambridge University Press in 2005.

This reprint edition is published with the permission of the Syndicate of the Press of the University of Cambridge, Cambridge, England.

THIS EDITION IS LICENSED FOR DISTRIBUTION AND SALE IN THE PEOPLE'S REPUBLIC OF CHINA ONLY, EXCLUDING HONG KONG, TAIWAN AND MACAU AND MAY NOT BE DISTRIBUTED AND SOLD ELSEWHERE.

由英国剑桥大学出版社授权, 人民邮电出版社在中国境内 (香港、澳门、台湾地区除外) 出版发行。  
未经出版者书面许可, 不得以任何形式复制或抄袭本书的任何部分。

北京市版权局著作权合同登记号 图字: 01-2006-0723

版权所有, 侵权必究。举报盗版有奖, 联系电话: (010) 64981059 E-mail: marketing@ncc-pub.com

## 新剑桥商务英语词汇用法测试 (高级)

◆ 作者 乔伊·戈德温  
林恩·斯特拉特  
策划 刘力 陆瑜  
责任编辑 王蕾

◆ 人民邮电出版社出版发行 北京市崇文区夕照寺街 14 号 A 座  
邮编 100061 电子函件 315@ptpress.com.cn  
网址 <http://www.ptpress.com.cn>  
电话 (编辑部) 010-64964059 (销售部) 010-64982639  
北京京科印刷有限公司印刷  
新华书店经销

◆ 开本: 787×1040 1/16  
印张: 5  
字数: 100 千字 2006 年 5 月第 1 版 2006 年 5 月第 1 次印刷  
ISBN 7-115-14134-7/F·733

定价: 18.00 元

本书如有印装质量问题, 请与本社联系 电话: (010) 64981059

# Contents

<b>Introduction</b>	6		
<b>Test 1</b>			
World of work	7		
<b>Test 2</b>			
Management styles 1	8		
<b>Test 3</b>			
Management styles 2	9		
<b>Test 4</b>			
Employment and employability	10		
<b>Test 5</b>			
Flexibility and inflexibility	11		
<b>Test 6</b>			
Work-life balance	12		
<b>Test 7</b>			
Managing talent	13		
<b>Test 8</b>			
Team building	14		
<b>Test 9</b>			
The right skills	15		
<b>Test 10</b>			
What is quality?	16		
<b>Test 11</b>			
Quality standards	17		
<b>Test 12</b>			
TQM and JIT	18		
<b>Test 13</b>			
Quality and people	19		
<b>Test 14</b>			
The management of change	20		
<b>Test 15</b>			
Striving for perfection	21		
<b>Summary Test 1</b>			
Summary test for Units 1-15	22		
		<b>Test 16</b>	
		Strategic thinking	26
		<b>Test 17</b>	
		Competition	27
		<b>Test 18</b>	
		Companies and their industries	28
		<b>Test 19</b>	
		Key strategic issues	29
		<b>Test 20</b>	
		Innovation	30
		<b>Test 21</b>	
		Preparing for the future	31
		<b>Test 22</b>	
		The four Ps and the four Cs	32
		<b>Test 23</b>	
		Customer satisfaction	33
		<b>Test 24</b>	
		Knowing your customers 1	34
		<b>Test 25</b>	
		Knowing your customers 2	35
		<b>Test 26</b>	
		Brands and branding	36
		<b>Test 27</b>	
		Global brands	37
		<b>Test 28</b>	
		The IT revolution	38
		<b>Test 29</b>	
		Internet security	39
		<b>Test 30</b>	
		E-commerce: after boom and bust	40
		<b>Test 31</b>	
		Knowledge management	41

<b>Test 32</b>		<b>Test 42</b>	
Intellectual property	42	Social reporting	56
<b>Summary Test 2</b>		<b>Test 43</b>	
Summary test for Units 16–32	43	Green issues	57
<b>Test 33</b>		<b>Test 44</b>	
Measuring performance	47	Corporate governance	58
<b>Test 34</b>		<b>Test 45</b>	
Profit and loss account	48	Ethical investment	59
<b>Test 35</b>		<b>Test 46</b>	
Balance sheet 1	49	Global forces	60
<b>Test 36</b>		<b>Test 47</b>	
Balance sheet 2	50	Investment and debt	61
<b>Test 37</b>		<b>Test 48</b>	
Cashflow statement	51	Trade	62
<b>Test 38</b>		<b>Test 49</b>	
Investment ratios	52	International aid	63
<b>Test 39</b>		<b>Test 50</b>	
Shareholder value	53	Sustainable development	64
<b>Test 40</b>		<b>Summary Test 3</b>	
Accounting standards	54	Summary test for Units 33–50	65
<b>Test 41</b>		<b>Answerkey</b>	69
Ethics and business	55	<b>Acknowledgements</b>	79



# Introduction

## What is in this book?

This book is designed to help you test the vocabulary you have learnt through studying *Business Vocabulary in Use Advanced* by Bill Mascull. It contains 50 unit tests – one for each unit of the *Business Vocabulary in Use Advanced* book. Each test is closely matched to the content of the relevant study unit. You will find the Answer key at the back of the book.

There are also three summary tests – these occur after every 15–17 unit tests. Use these to check your progress. There are answers and guides to interpreting your summary test scores in the Answer key.

## How do I use the unit tests?

There are five stages in preparing for and using the tests.

- **Preparation:** Study a business vocabulary unit thoroughly. When you feel confident that you have mastered *all* the key words, you are ready to do the relevant test.
- **Testing:** Each test includes a variety of tasks – matching words to their meanings, selecting the right word from a number of alternatives, creating and using word pairs, etc. Each question tests one important piece of vocabulary. Try to do all the questions in the test.
- **Marking:** When you have finished all the tasks, check your work. Then use the Answer key at the back of the book to mark your test. Give yourself one mark for a completely correct answer and zero for an incorrect answer. Add up all your marks to get your total score.
- **Interpreting your score:** Compare your score with the target score for the test. (You will find this at the top of the test.) If you reach the target score, you can feel confident that you have learnt most of the important vocabulary for the unit.
- **Revision:** If you do not reach the target score, you probably need to do more work. Go back and revise the unit. Use your test results to find the areas where you were weak and the words you did not know. Concentrate on learning these.

## How long do the tests take?

The unit tests are not timed. Each one will probably take between 10 and 15 minutes, but take as long as you need to get the highest mark possible. The summary tests are longer and are likely to take about 45 minutes each to complete.

We hope that these tests will support you while you improve your business English and that they will help you master the important vocabulary that you will need in your work. We found writing this book both interesting and rewarding – we hope that you will feel the same way about using it.

Lyn Strutt and Joy Godwin

# 1

## World of work

Total	23
Target	18+

### 1.1

6 marks

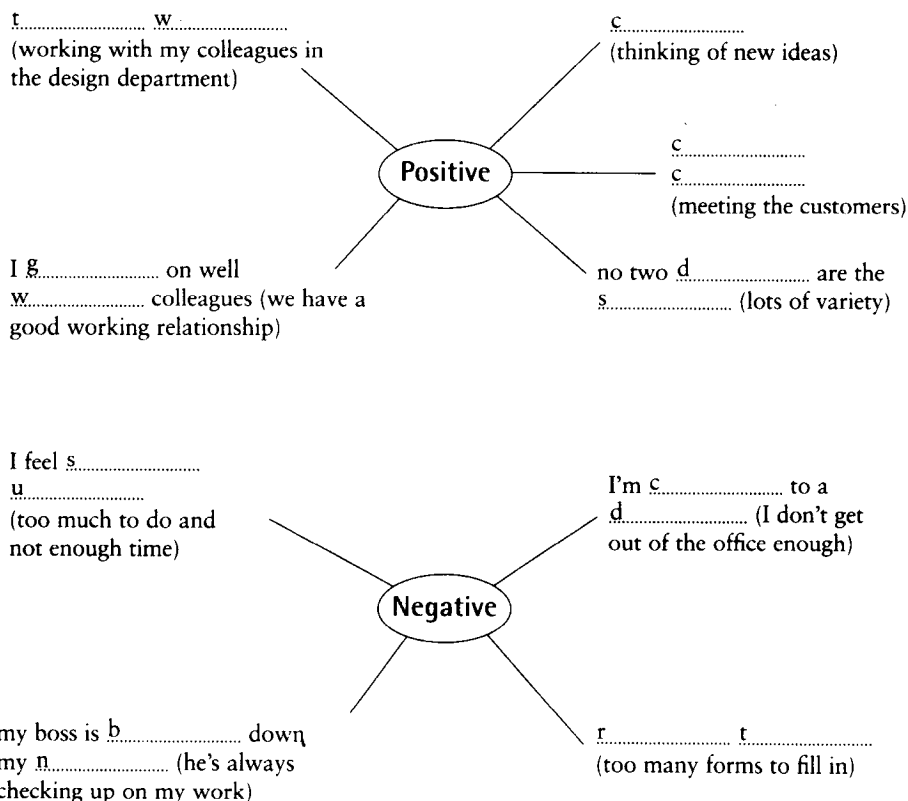
Fill the gap in each sentence with an appropriate form of the word in brackets.

- 1 I find my new job very .....: it encourages me to think of new ways of doing things. (stimulate)
- 2 In a designer's job, ..... is very important – we need to think of new ideas all the time. (original)
- 3 People like to get ..... for work they've done – they want to know it has been appreciated. (recognize)
- 4 Too much ..... often slows down the decision-making process. (bureau)
- 5 Some jobs, such as nursing, may be very ..... because the job itself gives you a lot of pleasure, but they may not be very well paid. (reward)
- 6 Job ..... – how you feel when doing the job – is one of the most important factors in staff motivation. (satisfy)

### 1.2

17 marks

Carla started a new job as a software designer nearly three months ago. However, another company has just offered her a job. In order to help her decide what to do, she has made a mind map of the positive and negative aspects of her job. Write one word in each gap to complete her notes. Some letters and words have been given.



Your score

/23



# 2

## Management styles 1

Total	19
Target	15+

2.1

8 marks

Choose the best word to fill each gap from the alternatives given below. Put a circle round the letter, A, B or C, of the word you choose.

*Results of the survey into staff attitudes to management – staff comments*

Managers tend to (1) ..... new procedures or systems without (2) ..... employees.

We aren't given (3) .....

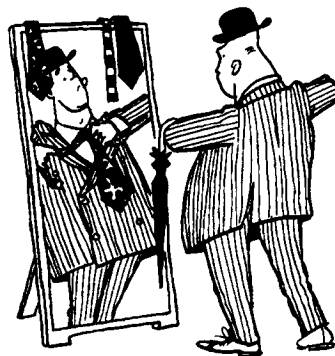
No one seems interested in maintaining (4) ..... amongst the staff.

The supervisors don't make us feel (5) .....

There are few opportunities for staff to feel their job is (6) .....

Managers are (7) ..... and expect (8) ..... to be lazy.

- |                  |                |                  |
|------------------|----------------|------------------|
| 1 A order        | B imposing     | C impose         |
| 2 A insulting    | B consulting   | C resulting      |
| 3 A reliability  | B response     | C responsibility |
| 4 A moral        | B morale       | C morality       |
| 5 A valued       | B valuable     | C admired        |
| 6 A satisfying   | B satisfaction | C satisfied      |
| 7 A authority    | B humanitarian | C authoritarian  |
| 8 A co-ordinates | B subordinates | C superiors      |



2.2

7 marks

Find a word or phrase to replace the underlined phrase in each of the sentences below. Write the word or phrase at the end of the sentence.

- When we are looking for new staff, we try to find people who can think and act independently.
- It's very important that people in this department can work without someone telling them what to do and checking their work.
- Now that we have reorganized the department, there are five people who report to me.
- A successful company always pays attention to the health and happiness of its staff.
- To increase the desire to work, some companies offer bonuses to employees who perform well.

2.3

4 marks

Fill the gaps and name the theories.

- This is the ..... belief that it is human nature to hate work, and that people will try to avoid it whenever they can. = Theory .....
- This is the ..... view that, in the right conditions, all people can feel satisfied in their work. = Theory .....

Your score

/19



# 4

## Employment and employability

Total	26
Target	21+

4.1  
14 marks

Draw a line from each word on the left to a word on the right to make a word pair. (There is one extra word that you don't need to use.) Then match the word pairs to the sentences below.

core  
current  
lifelong  
professional  
consultancy  
portfolio  
career

move  
skills  
services  
trends  
worker  
functions  
development  
learning

- 1 It is not a job I would want to stay in for a long time, but I feel that it will be good for my future. ....
- 2 Many companies nowadays recognize the importance of training and support and so they encourage their staff to think about improving their future prospects. ....
- 3 We are considering reducing our staff in support areas to focus our energies on our main activities. ....
- 4 I subscribe to trade journals and attend conferences to keep up to date with what is happening in my industry. ....
- 5 One year after I left the company, I approached them offering my expertise and I am happy to say they now give me regular contracts. ....
- 6 We provide a resource centre with a self-study room and library for staff to use during breaks, as a way of facilitating continuing education. ....
- 7 I like being able to work for different clients on a range of projects. ....



4.2  
12 marks

Write expressions for the following definitions.

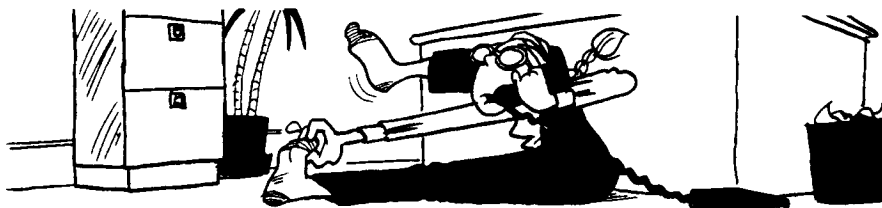
- 1 An expression to describe employment with the same company from school leaving age until retirement: a .....
- 2 A verb meaning to use external companies to perform some functions: .....
- 3 An adjective to describe a person no longer needed by a company: .....
- 4 An adjective meaning within the company, instead of using an external provider: .....
- 5 A person who works for several companies without having a long-term commitment to any employer: a .....
- 6 An expression meaning to start your own business: to .....

Your score  
/26

# 5

## Flexibility and inflexibility

Total	22
Target	18+



5.1  
10 marks

Find five words that can be used after *job*. Then match the word pairs to the sentences below.

job

c.....  
p.....  
f.....  
s.....  
i.....

- I work on Monday, Tuesday and Wednesday and my colleague does the same job on Thursday and Friday. ....
- The computer manufacturer, Peach, is opening a new factory and will need 1,000 new workers. ....
- It is very difficult to reduce the workforce without a long period of discussion with employees or their representative organizations. ....
- We can lose our jobs quite easily if the company no longer needs us – they only have to tell us one week in advance. ....
- Our company has agreed special short-term contracts with staff, to enable us to increase and reduce the workforce in line with demand for our products. ....

5.2  
6 marks

Decide which of the alternatives (A–F) each speaker is talking about. Write the letter of your answer in the box at the end of the sentence.

1 Our organization represents employees, making sure they get the best possible working conditions.	
2 If I want to leave the company, I must inform them at least one month before I want to go.	
3 When my wife had a baby last year, we were both allowed to take time off.	
4 If I lose my job, the company must pay me one month's salary.	
5 We all pay quite high taxes to cover these extra payments.	
6 The seasonal demand for our product means we have to take on extra employees for just two months before Christmas.	

- A give notice      B redundancy payment      C parental leave  
D temporary workers      E trade union      F social charges

5.3  
6 marks

Answer the questions. Some letters have been given to help you.

- Give another verb meaning *to employ*: to h.....
- Give three expressions meaning *to ask people to leave the company*:  
to l..... people .....  
to m..... people .....  
to f..... people .....

Your score  
/22

## 6

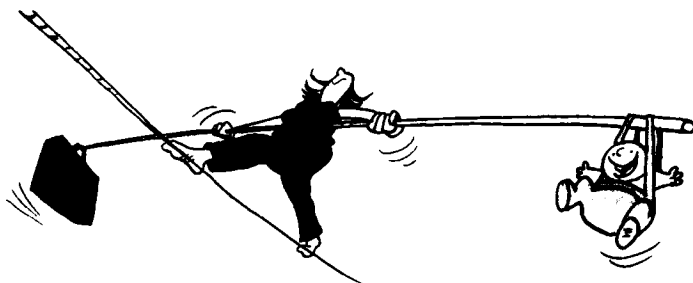
## Work-life balance

Total	28
Target	22+

## 6.1

10 marks

Follow the instructions to create words or word pairs using a form of the word *stress*.



- 1 Add a noun to make a word pair meaning *the total amount of damage caused by stress*:  
.....
- 2 Add a suffix to make an adjective describing a bad situation or job: .....
- 3 Add a noun to make a word pair meaning *ways of dealing with stress*:  
.....
- 4 Put a preposition in front to make an expression describing a negative feeling:  
.....
- 5 Add a noun to make a word pair meaning *a sign of stress*: .....
- 6 Put a preposition after to make an expression describing a negative feeling:  
.....
- 7 Add a noun to make a word pair meaning *something that causes stress*:  
.....
- 8 Add a prefix to make an expression meaning *to remove or reduce stress*: .....
- 9 Add a noun to make a word pair meaning *the 'business' that deals with stress*:  
.....

## 6.2

4 marks

In each sentence there is *one* word that is *wrong*. Circle the mistake and write the correct word at the end of the line.

- 1 You need to think about downsizing, to make sure your work does not control your life.  
.....
- 2 Some employees feel that their role is ambitious and are not sure of their responsibilities. ,  
.....
- 3 Many houseworkers enjoy spending less time commuting and more time with their families.  
.....
- 4 Email used to spread gossip is a dangerous tool in office policies. ....

## 6.3

14 marks

Write phrases to describe what each speaker is talking about. Each answer is hyphenated, as shown.

- 1 Even when I am at home I get business calls on my mobile, so I rarely feel I can escape from my job. .... - .....
- 2 Working from home means I can arrange my hours to suit my childcare arrangements.  
..... - .....
- 3 The doctor said that my headaches were caused by too much pressure at work.  
..... - .....
- 4 They don't pay me enough to do all this extra work! ..... - .....
- 5 Sometimes I feel so exhausted I sit at my desk and can't remember what I am doing or why!  
..... - .....

Your score

/28

# Managing talent

Total	16
Target	13+

7.1  
8 marks

Draw a line from each word on the left to a word on the right to make a word pair. (There are two extra words that you don't need to use.) Then match the word pairs to the definitions below.

intellectual  
executive  
core  
virtual  
human

performance  
competents  
property  
research  
organization

- 1 These people have specific knowledge or skills which make your company's products unique.  
.....
- 2 This is a group of people who come together for a specific project, for example software development. ....
- 3 This is the ability of the people in the company to carry out their tasks. ....
- 4 These are the ideas or specific knowledge of certain people which are essential to your company. ....



7.2  
5 marks

A management consultant is giving a presentation about 'Identifying and keeping key staff'. Choose the best word to fill each gap from the alternatives given below. Put a circle round the letter, A, B or C, of the word you choose.

Every organization has key employees who are (1) ..... to its success. These people may not be the top managers but they have some (2) ..... or (3) ..... which would be difficult to replace if they left. So, it is important to find ways of (4) ..... these kinds of people to your organization and, once working for you, of (5) ..... them.

- |                |             |               |
|----------------|-------------|---------------|
| 1 A core       | B critical  | C needed      |
| 2 A talent     | B skilled   | C experiences |
| 3 A expert     | B experts   | C expertise   |
| 4 A hiring     | B employing | C attracting  |
| 5 A recruiting | B retaining | C maintaining |

7.3  
3 marks

Answer the questions.

- 1 What is the colloquial word used to describe the business people who bring teams together for a specific project? .....
- 2 What is the colloquial word used to describe the freelance members of a team (e.g. writers or directors of a film)? .....
- 3 What is the verb used to describe what happens to the team at the end of a project?

Your score  
/16

# 8

## Team building

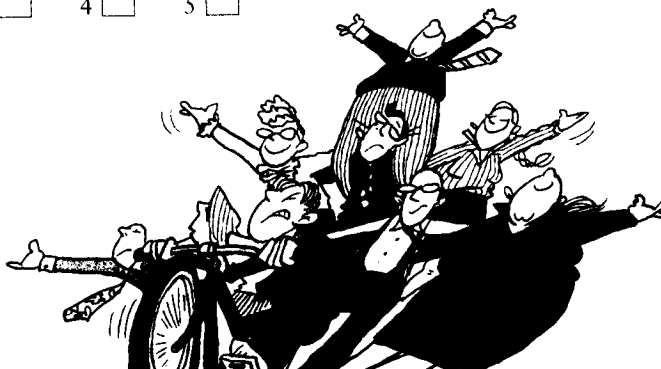
Total	21
Target	17+

8.1  
10 marks

Read the notes and write the name of each stage of team life. The first letter has been given in each case. Then put the stages in order.

- a group members start to feel closer, less conflict, task seems achievable: n.....
- b work is over, good memories m.....
- c task seems impossible, disagreement and resistance to control: s.....
- d job is getting done, comfortable atmosphere with constructive criticism p.....
- e group worries, not sure how they will get the job done: f.....

Order: 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐



8.2  
11 marks

Fill the gaps using words from the box to name the types of team player. Each word can be used once only.

resource	team	co-ordinator	plant	monitor	completer
implementer	investigator	shaper	evaluator	worker	

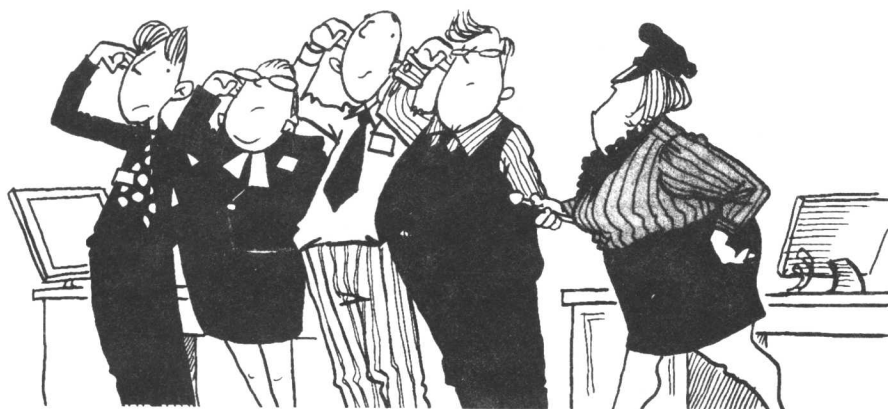
- 1 He's very creative; he's such a good problem solver and he's full of amazing ideas!  
.....
- 2 She's very good at seeing what is possible and what we can hope to achieve: she is able to assess things objectively. ....
- 3 Someone has to make sure we meet our deadlines and that we don't forget anything important. ....
- 4 He's really confident and he's good at explaining what our roles and objectives are.  
.....
- 5 It's so important to have this type of person in the team, to support other team members and help to minimize the effect of disputes and arguments. ....
- 6 It's all very well to have a plan, but we need someone who can convert it into something we can really achieve. ....
- 7 We need someone who can communicate outside the team and look at opportunities.  
.....
- 8 She leads us; she helps us to understand the issues and gives our ideas some structure.

Your score  
/21

# Test 9

## The right skills

Total	16
Target	13+



9.1  
6 marks

Find three words that can be used before *skills* to form a word pair. Then match the word pairs to the definitions below.

.....  
.....  
.....

skills

- 1 These are skills, such as technical knowledge, which relate specifically to your job. ....
- 2 These are skills which help you manage other people. ....
- 3 These are skills which help you interact with other people, not only at work, but in everyday life. ....

9.2  
4 marks

Fill the gap in each sentence with an appropriate form of the word in brackets.

- 1 Our manager often comes in and tells us about mistakes we've made in front of the whole office – it's not very ..... (tact)
- 2 These days, managers are encouraged to be ..... and ....., giving employees a chance to use their own initiative. (authority, dictator)
- 3 ..... intelligence – the way people relate to each other – is a key skill for a successful manager. (person)

9.3  
6 marks

Below are four of the five elements which Daniel Goleman identifies as part of 'EQ'. Decide which of the alternatives (A–E) each speaker is talking about. Write the letter of your answer in the box at the end of the sentence. There is one alternative that you don't need to use.

1 I'm enjoying my new job – I really want to go to work in the mornings!	
2 I realize what my faults are and how these can affect my relationships with others.	
3 I try to understand others' feelings, even if I haven't been in the same situation myself.	
4 I try to control characteristics which might cause difficulties in my relationships with others.	

- A self-awareness      B empathy      C people management  
D self-regulation      E motivation

EQ is also described as (5) e ..... i .....

Your score  
/16



# What is quality?

Total	18
Target	14+

10.1  
6 marks

Find three words that can be used after *customer* to form a word pair. Then match the word pairs to the sentences below.

customer

.....  
.....  
.....

- 1 I bought this mobile from Telehex because I had heard that they were a reliable company.  
.....
- 2 I found that it was user friendly and the company's after-sales service was excellent.  
.....
- 3 When I had a problem with the handset after a month, Telehex immediately replaced it, which was much better service than I had expected. ....



10.2  
8 marks

Use the words and phrases below to make four expressions about quality. (There is one extra word that you don't need to use and one word that can be used twice.) Then use the expressions to complete the sentences below.

quality	of the design defects	management customer needs	system fitness	satisfy
---------	--------------------------	------------------------------	-------------------	---------

- 1 Through more specific market research, we aim to .....
- 2 We believe our competitive advantage is based on excellent .....
- 3 With any product, ..... is important: the way the product suits its purpose.
- 4 Following a high number of product defects, our factory introduced a new ..... last year.

10.3  
4 marks

In each sentence there is *one* word that is *wrong*. Circle the mistake and write the correct word at the end of the line.

- 1 Quality depends on a high level of accurate in the manufacturing process. ....
- 2 It's important that we ensure elimination of variety when we are making the components.  
.....
- 3 The prototype has been made to very strict tolerant – we can't afford to get the measurements wrong. ....
- 4 New components have to conform to specifics. ....

Your score  
/18