



# LCCI English for Business Level Test

**Herzlichen Glückwunsch & Willkommen!**

Dieser Einstufungstest ist der erste wichtige Schritt auf dem Weg zu Ihrem LCCI-Zertifikat! Bitte betrachten Sie ihn nicht als „Belastung“, sondern einfach als das, was er ist: eine sinnvolle und wichtige Momentaufnahme Ihres aktuellen Englisch-Niveaus und damit die Grundlage unserer gemeinsamen Arbeit.

Dieser Test besteht aus drei Teilen: Grammatik, Übersetzung und freier Ausdruck. Bitte machen Sie diesen Test unbedingt alleine und handschriftlich, ohne weitere Hilfe oder Hilfsmittel (Lexika, Internet, Freunde, Familie oder Kollegen). Wenn Sie etwas nicht wissen, sollte Ihnen das auf keinen Fall peinlich sein! Wir werden ja gerade deshalb zusammen arbeiten, damit sich diese Lücken schließen! Außerdem wollen wir sichergehen, dass Sie auch genau den LCCI English for Business-Level bearbeiten werden, der Ihrem Niveau entspricht und der Sie weder über- noch unterfordert.

**Wichtig: Bitte bearbeiten Sie alle Aufgaben so vollständig wie möglich und machen Sie den gesamten Test in einer Sitzung, sobald Sie ausreichend Zeit und Ruhe dafür finden. Fangen Sie am besten mit Teil I an, hören Sie mit Teil III auf.**

Wir möchten außerdem etwas über Ihren Arbeitsstil erfahren und bitten Sie daher, 45 Minuten für das Ausfüllen des Tests als Richtzeit zu beachten. Sollten Sie schneller sein oder länger benötigen, teilen Sie uns dies bitte im entsprechenden Feld am Ende des Tests mit, damit wir wissen, wieviel Zeit Sie genau für den Test benötigt haben.

Diese Information ist sehr wichtig für uns, denn wir wollen uns während Ihrer LCCI-Trainingszeit auch mit Ihrem Arbeitsstil beschäftigen. Auch dieser ist maßgeblich an Ihrem Prüfungserfolg beteiligt. Ein Beispiel: ist jemand zu schnell, könnte er wichtige Informationen überlesen und falsche Schlüsse ziehen, wird aber in der vorgegebenen Zeit fertig. Dann gibt es allerdings weniger Punkte. Ist jemand zu gründlich, könnte er alles richtig verstehen, braucht aber vielleicht zu lange, um alles zu Papier zu bringen. Dann fehlen am Ende ebenfalls wichtige Punkte. Wir möchten mit Ihnen daher das Optimum finden: das Wesentliche erkennen und in der vorgegebenen Zeit zu guten Ergebnissen kommen!

Wir wünschen Ihnen nun viel Spaß und Erfolg auf Ihrer LCCI-Reise!

*Christina Döpfer*



**Your name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Your address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Your email:** \_\_\_\_\_  
**Your phone no.:** (home or work, please) \_\_\_\_\_  
**Your mobile no.:** \_\_\_\_\_  
**Where did you learn English? (type of school):** \_\_\_\_\_

# Part I - Grammar & Vocabulary

Tick (☒) the right word or statement. Only one is correct. The beginning is easy, the end might be more difficult. Fill in every box!

1. **Patricia \_\_\_\_\_ not from Brazil.**  
 are  is  
 she  has
2. **Which product \_\_\_\_\_ in this company?**  
 produce them  they product  
 do they produce  are they producing
3. **\_\_\_\_\_? Oh, it's very interesting!**  
 How's this job?  What's this job like?  
 What's like this job?  What's this job?
4. **This laptop is old. It \_\_\_\_\_ a wireless connection.**  
 have not  has not  
 does not have  don't have
5. **Excuse me, \_\_\_\_\_ a canteen in this building?**  
 gives it  is there  
 where is  there is
6. **Could you please send me a copy \_\_\_\_\_ the report?**  
 out  out of  
 of  from
7. **\_\_\_\_\_ the meeting? Oh, it's in room 24.**  
 When's  Whose  
 Where's  Who's
8. **They \_\_\_\_\_ the contract last week.**  
 sign  signed  
 have signed  will sign
9. **What \_\_\_\_\_ to drink? A cup of coffee, please!**  
 do you like  you want  
 you like  would you like
10. **He \_\_\_\_\_ work at 6 pm every evening.**  
 finishes always  is always finishing  
 always finishes  is finishing always
11. **The conference will be \_\_\_\_\_ Friday. Please come \_\_\_\_\_ taxi.**  
 at ... with  on ... with  
 on ... by  to ... in
12. **The hotel \_\_\_\_\_ you recommended was fully booked.**  
 what  that  
 who  it

- 13. This situation is a shock. I understand your feelings very \_\_\_\_\_ !**  
 clear  good  
 well  strong
- 14. Here's the agenda. Could you please prepare \_\_\_\_\_ copies for the meeting?**  
 any  this  
 some  that
- 15. This project is much \_\_\_\_\_ than the other one.**  
 well important  importanter  
 still important  more important
- 16. They would like \_\_\_\_\_ the project.**  
 take over me  that I take over  
 me to take over  me taking over
- 17. The prices for this product dropped \_\_\_\_\_ 20 %.**  
 for  from  
 by  to
- 18. \_\_\_\_\_ your negotiations with them last month?**  
 Did you finish  Have you finished  
 Did you finished  Had you finished
- 19. We \_\_\_\_\_ our product range.**  
 do currently expand  are currently expanding  
 currently expand  are expanding currently
- 20. The conference members \_\_\_\_\_ speak German. English is fine.**  
 must not  need not to  
 don't need to  have not to
- 21. If we \_\_\_\_\_ the train at 5, we will be there on time!**  
 will take  are taking  
 take  would make
- 22. I'm sorry, but this is a non-smoking hotel. You \_\_\_\_\_ smoke in your room, Sir!**  
 needn't  couldn't  
 must not  have to
- 23. I'm sorry, but we don't have \_\_\_\_\_ contact to them any more.**  
 more  some  
 any  those
- 24. He works very \_\_\_\_\_, but also very \_\_\_\_\_.**  
 hard ... efficient  hard ... efficiently  
 hardly ... efficiently  hardly ... efficient

- 25. They would stop production immediately if more parts \_\_\_\_\_ faulty.**  
 are  are being  
 were  had been
- 26. She \_\_\_\_\_ in this department for 2 years now.**  
 works  is working  
 worked  has been working
- 27. Oh not, not again! I \_\_\_\_\_ this presentation three times!**  
 have already seen  had seen already  
 already have seen  already saw
- 28. I'm sorry, but she is no longer a colleague \_\_\_\_\_.**  
 of us  from us  
 from us  of ours
- 29. The company is very interested \_\_\_\_\_ this order.**  
 to getting  to get  
 on getting  in getting
- 30. Please \_\_\_\_\_ cancel the appointment for next week.**  
 remember me  remind me to  
 remind me  remember me to
- 31. We can't use this machine \_\_\_\_\_ it's fully paid!**  
 unless  if  
 when  that
- 32. Look at those people. They invited \_\_\_\_\_ to the meeting!**  
 itself  themselves  
 theirselves  themself
- 33. The new colleague is competent, but they are not \_\_\_\_\_ satisfied with him.**  
 efficiently  entirely  
 fairly  reasonably
- 34. They would have enlarged the building if they \_\_\_\_\_ enough budget for this year.**  
 were having  have had  
 had had  would have
- 35. The cars are not serviced here. We \_\_\_\_\_ by a garage.**  
 let it do  let it done  
 have it make  have it done
- 36. To \_\_\_\_\_ it may concern!**  
 who  which  
 whom  what

37. **It was really hard work, but in the end I \_\_\_\_\_ finish before the deadline.**  
 am able to                       able to  
 managed to                       succeeded to
38. **\_\_\_\_\_ they were not happy with the price they ordered more!**  
 Nevertheless                       Despite  
 Although                       Even though
39. **What was decided in the meeting? Oh, I didn't take part this time. Please have a look at the \_\_\_\_\_.**  
 report                       notes  
 protocol                       minutes
40. **I'm sorry, but I can't get \_\_\_\_\_ meetings so early in the morning.**  
 used having                       use to have  
 used to having                       used to have
41. **They won't be happy with our price, so they will want to \_\_\_\_\_ a better one.**  
 handle                       conduct  
 negotiate                       process
42. **It's currently not that expensive to borrow money from the bank. The \_\_\_\_\_ rate has fallen again!**  
 commission                       interest  
 charge                       fee
43. **Please be friendly! She \_\_\_\_\_ the new boss!**  
 should be                       is thought as  
 is supposed to be                       has been
44. **Don't talk about it to anybody. The information is strictly \_\_\_\_\_!**  
 descreet                       trustful  
 secret                       confidential
45. **\_\_\_\_\_ the high temperatures in the room the Japanese managers kept their jackets on.**  
 Although                       In spite of  
 Despite of                       Even
46. **We \_\_\_\_\_ these parts if the quality had been better.**  
 hadn't rejected                       haven't rejected  
 wouldn't reject                       wouldn't have rejected
47. **It was a very hard time, but \_\_\_\_\_ we overcame the crisis.**  
 eventually                       shortly  
 at the end                       hopefully
48. **Unfortunately, the goods \_\_\_\_\_ to the wrong address last week.**  
 are sent                       were sent  
 have been sent                       had been sent

49. **Would you mind \_\_\_\_\_ the window, please?**  
 to close                       close  
 closing                         have closed
50. **Sorry for the delay. I hope you \_\_\_\_\_ long.**  
 were not waiting               didn't wait  
 don't wait                       haven't been waiting
51. **A wrong person appears \_\_\_\_\_ for the conference.**  
 to be registered                 that it is registered  
 that registered                 to have been registered
52. **If you could send us a written confirmation we \_\_\_\_\_ this very much.**  
 will appreciate                 would appreciate  
 had appreciated                appreciate
53. **In the meeting they \_\_\_\_\_ us much about the company's \_\_\_\_\_ for next year. Do you agree?**  
 not tell ... jobs                 didn't tell ... objectives  
 don't tell ... duties             didn't told ... interests
54. **The line can't produce this morning. The machine \_\_\_\_\_ right now.**  
 has repaired                     is repaired  
 was repaired                    is being repaired
55. **How does our financial situation look like? Well, let's have a look at the \_\_\_\_\_.**  
 print                                 commission  
 statement                         note
56. **He was really looking forward \_\_\_\_\_ them in person.**  
 to meet                             to meeting  
 in meeting                         for meeting
57. **The confirmation \_\_\_\_\_ after your booking.**  
 was written soon                 were immediately written  
 was wrote                         will immediately be written
58. **He \_\_\_\_\_ the customer \_\_\_\_\_ Tuesday next week.**  
 is meeting ... on                 will meet ... at  
 meets ... by                       is going to meet ... for
59. **Have you seen the \_\_\_\_\_ figures yet?**  
 modern                             actual  
 ancient                             current
60. **I \_\_\_\_\_ him for a long time. I only \_\_\_\_\_ him once at a trade fair.**  
 can't see ... meet                didn't saw ... met  
 haven't seen ... met             don't see ... meet

*Super! Part I is ready! Keep moving!*



## Part II - Translation

*Translate as much as you can - leave out the words you don't know!*

**1. Er hat mich gestern dreimal in dieser Sache angerufen!**

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**2. Wir suchen seit sechs Monaten nach einem geeigneten Lieferanten.**

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**3. Wenn wir das früher gewusst hätten, hätten wir den Fehler vermeiden können.**

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**4. Er hat vor, nächsten Jahr in der Niederlassung in Australien zu arbeiten.**

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**5. Ich werde nächsten Dienstag in London an der Besprechung teilnehmen, aber ich möchte nicht in einem Hotel wohnen.**

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**6. Er vereinbart gerade einen Termin mit unserem neuen Außendienstler.**

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**7. Er bat mich, ihm den Bericht noch einmal so schnell wie möglich zu schicken.**

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**8. Kannst Du den Termin mit dem neuen Kollegen bitte um eine Woche verschieben?**

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*...two thirds are done! Great!*

## Part III - Writing

*Please share some thoughts with us - if you are not sure whether you understood the question correctly, write down what you think you understood!*

**1. Tell me a bit about yourself - what do you need English for?**

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**2. Why would you like to get an LCCI certificate?**

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**3. Will it have an influence on your job or career? Why or why not?**

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**4. What might be your biggest challenge on the way to your certificate?**

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**5. What do you think will be most important to you during our training? How can we support you best?**

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*Wow! ...only one more task to do!*



## **Business situation - Write an email, please!**

*(If there is not enough space for your answer, use another sheet, please. Would you like to add some more details like names? Go ahead!)*

### **Situation:**

Ein wichtiger Kunde, Mr van Haagh, war zu einer Besprechung mit zweien Ihrer Chefs für nächsten Freitag, 10.00 Uhr, eingeladen worden. Leider ist nun einer der Vorgesetzten krank geworden und wird an der Besprechung nicht teilnehmen können. Der andere wiederum möchte das Meeting nicht alleine machen, da er nicht genug im Thema ist...

### **Task/Aufgabe:**

Schreiben Sie eine E-Mail an Herrn van Haagh, erklären Sie ihm die Situation und sagen Sie die Besprechung ab. Leider können Sie noch keinen neuen Termin vorschlagen, da noch nicht klar ist, wann Ihr Chef wieder zur Arbeit kommen kann. Lassen Sie Herrn van Haagh wissen, wie leid Ihren Vorgesetzten diese kurzfristige Änderung tut.

*Dear Mr van Haagh*

*Thank you!*

*Well done!*

**Total time: \_\_\_\_\_ minutes**

