

ENGLISH FOR BUSINESS

LISTENING TEST

LEVEL 3

Instructions to Candidates

- (a) *DO NOT OPEN THIS BOOK UNTIL THE SUPERVISOR TELLS YOU TO START*
- (b) *This is a multiple choice test. The test has 2 parts with a total of 30 questions.*
- (c) *You will listen to a series of short recordings. You will hear each listening passage **once**, so you must listen carefully. After hearing each recording choose the correct answer to each question and mark your choice **in pencil** on your answer sheet.*
- (d) *Do not mark your answers in this test book – only answers marked on the answer sheet can be scored. There is no time allowed at the end of the test to go back and check your answers or make any changes.*
- (e) *During the test use a rubber eraser to rub out any mistakes on the answer sheet.*
- (f) *Mark only one answer for each question. If you mark more than one answer for a question (for example A and C) it will automatically be scored wrong.*
- (g) *Do not make any other marks on the answer sheet as this could accidentally affect your score.*
- (i) *You are **not** allowed to use a dictionary during the test.*

NOW WAIT UNTIL THE SUPERVISOR TELLS YOU TO OPEN YOUR BOOK

Part 1

Instructions and sample questions

In Part 1 you will hear a question and then three different answers to that question. You have to choose the correct answer, A, B or C.

NOTE: The questions and the answers are **NOT** printed in your question book.

Now listen to the following example

[Recording]

The correct answer to the question *'So what do you do, what's your job?'*

is answer B *'I'm an assistant manager in a small travel company'*

So you would fill in 'B' on the answer sheet.

Now look at the answer sheet and find where you should start filling in the answers for Part 1.

There are 10 questions in Part 1, questions 1-10.

Now listen for question number 1.

Questions for Part 1 are NOT printed in actual test books and samples are only displayed here to demonstrate question style

1)

So, how long did you work for your previous company?

- A. *I retired about 4 years ago, in 2002.*
- B. *I guess it was about 6 years in total.*
- C. *Oh, I've been here for almost 3 years now.*

2)

Do you know if the mail has arrived yet?

- A. *Oh, you just missed it – it left 5 minutes ago.*
- B. *I think he's just gone out for five minutes.*
- C. *Err .. it's .. normally here by this time.*

Part 2

Instructions

In Part 2 you will hear a short conversation or announcement. On your question paper you have a question about the conversation or announcement, and **4** possible answers. You have to choose the correct answer.

Here is an example

Read the sample question and the **4** answers, then listen to the conversation and choose the correct answer.

Question **How much does one shirt cost?**

- A £10.00
- B £15.00
- C £12.50
- D £20.50

Now listen to the conversation and choose the correct answer.

[Tape recording]

The correct answer is B; one shirt costs £15.00, so you would fill in 'B' on the answer sheet.

Now look at the answer sheet and find where you should start filling in the answers for Part 2.

There are 20 questions in Part 2, questions 11-30.

You have ten seconds to read each question, then you will hear the conversation or announcement.

Now look at the next page, read the first question and then listen for the conversation.

Part 2

Sample questions

The conversations shown in boxes are NOT printed in actual test books and samples are only displayed here to demonstrate style

Conversation for question 3

- M Right, some very interesting ideas, but we're almost out of time, so before we finish, let's see if we can come to a consensus on what we're going to do next.*
- W Actually Richard, we've discussed so many ideas, and there have been so many suggestions, that maybe we need to take some time, y'know, to do a bit more research before we make any important decisions.*
- M OK, I know what you're saying – but we really do have to decide on this one quite quickly. Let's say we meet again in a week's time – would that be ok?*
- W Yeah, thanks, that'll be great.*

3) What does the woman suggest?

- A. That they need to make a decision very quickly.
- B. That the man needs to make up his mind about the problem.
- C. That they need more time to investigate the problem.
- D. That none of the suggestions is really suitable.

Conversation for question 4

- M I was wondering if you would be willing to offer my firm a discount, as we are regular customers of yours.*
- W We can offer a discount, but we usually insist on a guaranteed minimum order of 800 units a month.*
- M 800 a month? Oooh - the problem there is that demand is very seasonal – in the summer we can sell over a thousand in a month, but in the winter it can drop down to half that, so ...*
- W Tell you what, I'll talk to the boss and see what he says.*

4) What does the man want?

- A. A cheaper price because he is buying from the woman's company on a regular basis.
- B. A guarantee that the woman's company can provide them with the quantity that they need.
- C. A promise that they will buy a regular number of units each month.
- D. An increase in sales during the winter months.

Conversation for question 5

- M OK, shall we make a start? First, I'd like to welcome everybody to today's meeting – it's good to see you all again. I've asked Karen to take the minutes - oh and Fatma sends her apologies for her absence as she is interviewing new Sales staff all today. Right, the objective of this meeting, as you all know, is to discuss the budget cuts that have been imposed on us. I know it's not going to be easy, but we really do have to find ways of saving at least £400,000 over the next six months, which is why I asked you all to come to the meeting with some suggestions. So let's start with your department, Mary ... [fade]*

5) What is the purpose of this meeting?

- A. To decide how to spend the budget of £400,000.
- B. To suggest how to improve sales over the next 6 months.
- C. To discuss how to deal with the problem of staff absences.
- D. To make suggestions about how they can save money.

Answers to listening test sample questions

Level 3

- 1) B
- 2) C
- 3) C
- 4) A
- 5) D