

3.3. Материалы рубежного тестирования по дисциплине

Task 1.

a) Match the words from the left column with the words from the right one.

Send	A report
Take	A meeting
Write	A customer
Make	A trip
Go on	An e-mail
Meet	A phone-call
Attend	A train
Leave for	An office

b) Make up 8 sentences with every word combination.

Task 2.

Here is some information about Nokia, the Finnish telecommunications company. Complete the sentences with the words below.

Competitors	Customers	Factories
Markets	Employees	Head office
Products	Sales	

1. The _____ of Nokia is in Helsinki.
2. Europe is one of the company's major _____.
3. _____ in china are very high.
4. Ericsson is one of the main _____.
5. They have _____ in ten different countries.
6. The company has more than 50,000 _____ in the world.
7. The Nokia 9100 is a very successful _____.
8. Nokia has _____ in at least 130 countries.

Task 3.

a) Translate the names of the departments from English into Russian.

- 1) Research and Development _____
- 2) Sales and Marketing _____
- 3) Financial _____
- 4) Legal _____
- 5) Human Resources _____
- 6) Communications _____

b) Match the description on people's activities with the departments with work in.

- a) Accountants work in the _____.
- b) Scientists often work _____.
- c) Sales people _____.

- d) Lawyers _____.
- e) PR people _____.
- f) Training Managers _____.

Task 4.

Match the words naming the jobs in the table with their descriptions given below.

<i>Managing director</i>	<i>personal assistant</i>	<i>sales rep</i>	<i>training officer</i>
<i>Purchasing manager</i>	<i>laboratory technician</i>	<i>quality control manager</i>	

1. I organize training courses for members of staff –languages, computers, etc.
2. I set up the equipment and do experiments and tests.
3. I am the senior executive.
4. I check that products are made to the right standards.
5. I visit customers and try and increase business.
6. I work with the Managing Director. I am responsible for his diary, organize his travel, and take calls for him.
7. I buy everything the company needs, from raw material to stationery.