

## ENGLISH FOR BUSINESS

### LISTENING TEST

#### LEVEL 2

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#### **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, and takes about 45 minutes.*
- (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**

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## Part 1

### Instructions

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.

**(No printed questions for Part 1)**

## Part 2

### Instructions

In Part 2 you will hear a short conversation or an 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

### Questions and answers

- 11 **What does the man want the woman to do?**
- A Send the order after lunch
  - B Add some items to the order
  - C Put the order in an envelope
  - D Check what items they need
- 12 **What has happened to the man's company?**
- A It has moved to a new building
  - B It has taken over another company
  - C It has had a fire
  - D it has opened another office
- 13 **What time does the woman decide to leave for the airport tomorrow morning?**
- A 7.00
  - B 8.00
  - C 11.00
  - D 11.30
- 14 **What does the man have to do?**
- A Find a different hotel
  - B Leave one day early
  - C Move to a different room
  - D Cancel his reservation
- 15 **Why has the man phoned Brent supplies?**
- A To place an order
  - B To find the price of a spare part
  - C To check the order reference number
  - D To ask about a late order
- 16 **When is the Malaysia plant going to open?**
- A This month
  - B Next month
  - C As soon as they have sorted out the building regulations
  - D As soon as they have sorted out the work schedule
- 17 **What has been the result of the introduction of the new product range?**
- A They have had to order more supplies
  - B They have had to take it off the market
  - C They have had to employ more people
  - D They have had to move into a new office

- 18 **What is the problem?**
- A The woman is looking at an out-of-date catalogue
  - B The item is no longer available
  - C There is a mistake in the catalogue
  - D The catalogue number has changed
- 19 **When is the earliest the man's company can finish the new designs?**
- A At the end of the month
  - B In a few days' time
  - C By the end of this week
  - D By the end of next week
- 20 **What time is it when the people are speaking?**
- A 3.45
  - B 4.00
  - C 4.30
  - D Time to go home
- 21 **Where do they think the man has probably left the keys?**
- A Somewhere in the office
  - B In the store room
  - C At home
  - D In the security cabinet
- 22 **What advice does the man give to the woman?**
- A To include all her experience and qualifications in the CV
  - B To not spend too much time on the application
  - C To keep her CV short and concise
  - D To send the application by registered post
- 23 **What did the man have to do this morning?**
- A Buy some material
  - B Deliver a letter
  - C Collect a document
  - D Pay a bill
- 24 **When will they deliver the goods?**
- A Friday
  - B Saturday
  - C Sunday
  - D Monday

- 25 **Why does the woman not give the man Mr Jones's home telephone number?**
- A It is against company policy
  - B She doesn't know what it is
  - C Mr Jones doesn't work there any more
  - D She suggests that it would be better to email him
- 26 **What do you have to do to get in to the post room?**
- A Phone a special number to ask somebody to open the door
  - B Tell the security guard the security number
  - C Push some numbers on the key-pad on the door
  - D Swipe your company ID card in the security lock
- 27 **What have callers been asked to do?**
- A Leave a message at the tone
  - B Enter the number of the extension they want
  - C Phone back later when it is not busy
  - D Wait until someone answers
- 28 **What time does the next speaker start?**
- A At 10.30
  - B At 10.15
  - C In ten minutes
  - D In 30 minutes
- 29 **What is the news about?**
- A A major disaster at an oil well
  - B The discovery of a new oil field
  - C A rise in the price of oil
  - D An increase in sales of oil
- 30 **What is the new interest rate for mortgages being offered by the Harris Bank?**
- A 15%
  - B 2¼%
  - C 2%
  - D 6.5%

That is the end of the listening test. Put down your pencil and wait for instructions from the supervisor.