

ETEST/H

Englisch-Selbsttest

Vorwort

Liebe Interessentin, lieber Interessent,

mit unserem kostenlosen und unverbindlichen Englisch-Test bieten wir Ihnen die Möglichkeit, Ihre Englischkenntnisse schon vor dem Beginn Ihres Fernstudiums bei der Europäischen Fernhochschule Hamburg (Euro-FH) zu überprüfen und ggf. aufzufrischen.

Wir empfehlen Ihnen, unseren Englisch-Test auszudrucken.

Der Test besteht aus drei Kapiteln mit insgesamt 27 Aufgaben. Beginnen Sie gleich mit dem ersten Kapitel! Jedes Kapitel beginnt mit einem kurzen Einleitungstext. Lesen Sie den Text sorgfältig durch und beantworten Sie die nachfolgenden Übungen schriftlich auf den dafür vorgesehenen Linien. Die Übungen bestehen aus Verständnisfragen und Aufgaben zu Vokabular, Grammatik und Übersetzungen. Die Lösungen zu den Aufgaben finden Sie am Ende des Tests. Für die Bearbeitung benötigen Sie ca. 90 Minuten.

Starten Sie nun Ihren Selbsttest – wir wünschen Ihnen viel Erfolg.

Ihr Euro-FH-Team

1 Looking for a job

Karin Kaminski lives in Witten and works for a firm in Bochum. Karin has got a problem – although her English is quite good, it isn't really good enough for business purposes.

Karin Kaminski works in the Export Department at Stahl Hoffmann GmbH in Bochum. She doesn't often drive to work. Every day she catches the train from her home in Witten to the main station in Bochum, and then she takes a tram to her office in Herner Straße.

Stahl Hoffmann sells special steel for pipelines. Karin finds her work in the Export Department interesting, but it can be very difficult. Most of the firm's export customers can't speak German, so Karin often has to use English.

Karin doesn't mind writing memos and emails in English because she can look up words she doesn't know in the dictionary. But when she is alone in the office and the telephone rings she often feels nervous.

Exercise 1.1:

Say if these statements are **true**, **false** or that you don't know because it's **not in the text**.

a) Karin lives in Witten.

b) Stahl Hoffman GmbH makes pipelines for the oil industry.

c) Karin doesn't find her work interesting.

d) A lot of Stahl Hoffmann's customers are British.

e) Karin writes a lot of memos and emails in English.

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Exercise 1.2:

Complete the text with the words from the list:

buys – Department – firm – has to – lives – makes – needs – pipelines – steel

Tom Adams _____ in Birmingham, where he works for a _____ that _____ pipelines. He _____ the special steel that the firm _____ for their _____. His firm buys a lot of _____ from Stahl Hoffmann in Germany. Tom often _____ ring up Stahl Hoffmann, and he always speaks to Karin Kaminski in the Export _____ there.

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Exercise 1.3:

Put the verbs into the correct form of the **simple present** or the **present continuous**.

- a) Tom Adams usually _____ (drive) to work, but he _____ (use) the train at the moment. His car _____ (be) in the garage. They _____ (repair) it. Tom _____ (not like) going to work by train because it _____ (take) so long and the trains _____ (be) often late.

Unfortunately, the garage _____ (take) a long time to repair the car.

When Tom _____ (ring) them up about it, they always _____ (say) they _____ (wait) for spare parts.

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- b) Stahl Hoffmann _____ (buy) and _____ (sell) special steel. The firm _____ (export) its products all over the world. At present it _____ (do) a lot of business in the United Kingdom and it _____ (hope) to do even more in coming years.

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- c) Karin _____ (work) in the Export Department. A lot of her customers _____ (not understand) German, so Karin _____ (have to) speak English.

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- d) Karin's English _____ (not be) very good, so she and a friend _____ (attend) a course. They _____ (go) to a language school in Bochum twice a week. They _____ (be) determined to learn English quickly, so they _____ (work) very hard at the moment. Karin's English _____ (improve) fast now.

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Exercise 1.4:

Give an **antonym** (word of opposite meaning) for the following words.

- a) always _____
 b) seldom _____
 c) to sell _____
 d) boring _____
 e) difficult _____

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Exercise 1.5:

Form questions by asking about the underlined parts of the sentences.

Example:

Karin has lived in Witten for two years.

→ **How long has Karin lived in Witten?**

- a) Tom's boss has been to Bochum eight times.

- b) The secretary has forgotten to post the sales reports.

- c) A lot of bad accidents have happened here lately because people drive too fast.

d) Tom Adams has asked his boss to give Karin a job.

e) Tom's boss has been with the company for over 20 years.

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Exercise 1.6:

Translate the sentences into English. Use the **present perfect** and the **present perfect continuous**.

a) Heute haben wir mit vielen Kunden gesprochen, aber wir haben nichts verkauft.

b) Karin wohnt seit zehn Jahren in Witten.

c) Wie viele Briefe haben Sie seit 9 Uhr geschrieben?

d) Ist die Post schon angekommen? Ja. Ich habe sie in Ihr Büro gelegt (*put*).

e) Karin und Tom haben sich bis jetzt noch nicht persönlich kennen gelernt.

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Exercise 1.7:

Put the verbs into the **simple past** or **past continuous**.

A funny thing _____ (happen) to Frank and Diana at the Hannover Fair last week. They _____ (go) to a pub near the exhibition centre and _____ (have) a beer. At about 9 o'clock Diana _____ (think) they ought to go back to the hotel, because Tom and Karin _____ (wait) for them there. Frank _____ (pay) for the drinks, and they _____ (put) on their coats when a taxi driver _____ (walk) into the pub. He _____ (want) to know if anyone _____ (need) a taxi. Of course, they _____ (say), "Great. Yes."

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Exercise 1.8:

Put the verbs into the correct form of the **present perfect** or the **simple past**.

- Tom _____ (buy) a new car last week. It is the second new car he _____ (buy) since January.
- You can't see Frank now. He _____ (just/leave) the office.
- I _____ (never/be) to the USA yet, but I _____ (go) to Canada last year.
- _____ (you/see) the film at the Odeon yet? Yes, I _____ (see) it last week, but I still _____ (not see) the one at the ABC.
- _____ (you/not finish) those letters yet, Betty? This is ridiculous. You _____ (have) plenty of time.

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Exercise 1.9:

Give a **synonym** (word of similar meaning) for the following words.

- ridiculous _____
- to ring s.b. up _____
- sure _____
- hard _____
- nearly _____

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Exercise 1.10:

Put the verbs into the correct form of the future with **will** or **be going to**.

Examples:

Frank thinks IPL ... (get) the order.

→ Frank thinks IPL **will get** the order.

Hoffmann's ... (open) a sales office in the UK.

→ Hoffmann's **is going to open** a sales office in the UK.

- a) I hope the goods _____ (arrive) by Friday.
- b) Tom thinks Frank _____ (offer) Karin a permanent job.
- c) The government expects that prices _____ (rise) this year.
- d) Mrs Green _____ (be) 60 in June, but she _____ (not retire) then.
- e) _____ (you/ask) Frank's secretary about the job, Tom?

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Exercise 1.11:

Complete the sentences with the **modal verbs** from the list:

can – can't – have to – may not – might have to – must – needn't – should – would

- a) In Britain, you _____ buy a ticket before getting on a train. You _____ buy tickets from the ticket inspector and you _____ pay £ 50.
- b) You're silly, Tom. You _____ always try on shoes before you buy them. The shop _____ take them back now.
- c) You only _____ go to the office on five days a week.
- d) Don't do that, Karin. I'm sure Frank _____ be annoyed.
- e) You _____ help me. I _____ do the job by myself.

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Exercise 1.12:

Put the **modal verbs** into the correct form. Be careful. Often you have to use a substitute.

- a) I _____ (cannot/speak) to Diana this morning. I _____ (must/try) again this afternoon.
- b) We got up so late today that we _____ (must/leave) the house without breakfast. Luckily we _____ (can/get) a coffee at the station.
- c) The company _____ (should/pay) better salaries. Of course we _____ (cannot/find) good people if they don't.
- d) I wanted to visit the Trade Fair with Karin, but I _____ (cannot/go).
- e) We _____ (needn't/work) overtime yesterday so we _____ (can/go) to the theatre after all.

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Exercise 1.13:

Translate the sentences into English. Use **modal verbs**.

- a) Diana, darf ich Dir Karin Kaminski vorstellen?

- b) Wir brauchen Montag nicht zu arbeiten. Montag ist ein Feiertag.

- c) Wie hätten Sie Ihr Steak gerne, mein Herr?

- d) Du wirst in dem Restaurant keinen Tisch bekommen können.

- e) Musst du wirklich jeden Tag zum Zahnarzt?

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2 A pleasant surprise

When Frank got back from the USA, Tom immediately went to see him about Karin Kaminski's job application.

- Tom: Have you got a moment, Frank?
- Frank: Is it urgent, Tom? I'm awfully busy today. Can't it wait?
- Tom: Five minutes?
- Frank: All right, then. What is it?
- Tom: Karin Kaminski rang up just before you left for the States. She seemed, well, not worried, exactly, but she obviously needs to know about the job pretty quickly, Frank. She's got to make a lot of arrangements in Germany. It's all a bit difficult.
- Frank: I haven't forgotten about it, Tom, but it's not easy for us, either. Diana's still a little doubtful, or she was. Miss Kaminski's fine – she's certainly the best candidate we've seen so far. But will she stay? That's the biggest problem. Look, you know Miss Kaminski better than anyone else. What's your feeling?
- Tom: Frank, if we give her the job, she'll stay. I'm absolutely certain of that. We've been working together very closely, don't forget. She's a real winner. In fact, that's her problem – she doesn't realize how good she is. She always ...
- Frank: All right, all right, Tom. I didn't ask for a reference. Look, could you give Miss Kaminski a ring? Tell her I'll email her by Friday at the latest. That's quicker than post.
- Tom: I think a letter to her private address would be better than an email, Frank. It's more confidential. She hasn't spoken to her boss in Bochum yet.
- Frank: OK, I'll talk to Diana as soon as I can. And Tom ...
- Tom: Yes?
- Frank: I know you think very high of Miss Kaminski, but no promises, please. Just tell her a letter's on the way and leave it at that, OK?
- Tom: Of course, Frank.

Exercise 2.1:

Say if these statements are **true**, **false** or that you don't know because it's **not in the text**.

- a) Tom went to see Frank as soon as he returned from the USA.
-

- b) Frank was very busy because he had an important meeting.
-

- c) Frank said he hadn't forgotten about Karin but he'd been too busy to get in touch with her.

- d) Tom thinks Karin will definitely stay if she gets the position.

- e) Tom feels that Karin is a very self-confident girl who knows exactly what she's worth to an employer.

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Exercise 2.2:

Complete the text with the words from the list:

after (2x) – at (3x) – down – from – in – into – of – on – out – through – to – up – with

When Karin got back _____ the office _____ lunch, she had hardly sat _____ her desk when her telephone rang. It was her boss, Herr Schwarz. "Can I have a word _____ you, Karin?" he said. "_____ once, please." Karin went _____ her boss's office. Herr Schwarz picked _____ a piece _____ paper lying _____ his desk. "This letter came _____ while you were _____ lunch," he said. "The girl who looks _____ the mail was _____, too, so I went and got it myself. It's _____ International Pipelines Limited _____ Birmingham."

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Exercise 2.3:

Put the **adjectives** into the correct form of the **comparative** or **superlative**.

- a) Karin will feel _____ (happy) when she has heard from IPL.
- b) At the interview, Frank was much _____ (nice) than Diana was.
He was _____ (friendly).
- c) It was the _____ (boring) meeting I've ever been to. I don't think I've been to a _____ (bad) one.
- d) Which T-shirt do you like _____ (good)? The blue one. I like it _____ (good) than the other two.
- e) Come and see me _____ (late), Tom. I'm too busy now.

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Exercise 2.4:

Complete the sentences with the correct **adverb** form.

- a) Tom always works _____ (hard) and _____ (careful). Frank Parker thinks very _____ (high) of him.
- b) I'm afraid the company has not done _____ (good) this year, and profits are falling _____ (fast).
- c) I can't _____ (possible) write to Miss Kaminski today, Tom, but I'll _____ (certain) do it tomorrow.
- d) _____ (lucky) we were able to get a taxi so we arrived at the meeting _____ (early).
- e) When Tom got to the office he went _____ (straight) to see Frank.

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Exercise 2.5:

Use the elements to make comparisons in sentences. Sometimes you must use **adverb** forms.

Example:

most people/think/German/be/difficult/English

→ Most people think German is **more difficult** than English.

- a) This pizza/not taste/good/Mama Mia's

- b) The red one/be/expensive T-shirt/shop

- c) Diana/work/hard/Frank

- d) This computer/be/fast/that one

e) Laptops/be/expensive/iPads

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Exercise 2.6:

Translate the sentences into English. Use **adjectives**, **adverbs** and **comparisons**.

a) Diese Übersetzung ist viel schwieriger als die letzte.

b) Der neue deutsche Katalog sieht besser aus als der englische.

c) Tom lächelte glücklich, als er Karin sah.

d) Benzin wird immer teurer.

e) Wir versuchen, unsere Gebrauchsanweisungen (*handbooks*) so einfach wie möglich zu schreiben, aber leider ist das manchmal schwierig.

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3 The job offer



INTERNATIONAL PIPELINES LIMITED

Stafford House
28-32 Boundary Road
Birmingham B3 PV6

Miss K. Kaminski
Karlstrasse 37
58456 Witten
GERMANY

15 May 2002

Dear Miss Kaminski

THE POSITION OF PA TO THE EUROPEAN SALES MANAGER

I am sorry that I have taken so long to get in touch with you about your application for employment in our Export Department. Unfortunately several people have been away from the office, either on business or on holiday, and this has caused the delay.

The question of your joining us has now been discussed at length, and we are pleased to make you an offer of employment on the following terms.

The position is permanent and you will be paid a starting salary of £18,000 per annum. This salary will be reviewed at the end of a probationary period of six months, when it may be increased. After that, all salaries are automatically reviewed every year.

As you were told at your interview, you will be provided with a company car, which can also be used for private purposes.

As you are required to give three months' notice to your present employer, you would be expected to take up your duties here as from 1 September.

All further details - such as the company's Pension Scheme and system of bonus payments - were discussed at your interview or can be dealt with when you join us.

Please let us know in writing if you wish to accept this offer.

Yours sincerely
INTERNATIONAL PIPELINES LTD

Frank Parker

Frank Parker
European Sales Manager

International Pipelines Limited is registered in England and is an equal opportunity employer.

Exercise 3.1:

Answer the questions on the text.

- a) Why did Frank Parker take so long to get in touch with Karin Kaminski?

- b) When can this salary be increased for the first time?

- c) What other benefits does IPL offer Karin?

- d) Why can't Karin start before 1 September?

- e) What expression in the letter tells us that IPL is willing to offer good jobs to women?

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Exercise 3.2:

Join up the words and expressions (a-e) with their definitions (1-5).

- | | |
|----------------|---|
| a) employment | 1) become greater |
| b) application | 2) asking for something in a formal way |
| c) position | 3) extra money paid for good work |
| d) increase | 4) job |
| e) bonus | 5) having a paid job |

a) _____

b) _____

c) _____

d) _____

e) _____

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Exercise 3.3:

Put the verbs into the **passive**. Be careful about the tenses.

- Nowadays IPL products _____ (exhibit) at Trade Fairs all over the world.
- I'm sure I _____ (ask) to work next Saturday.
- These statistics _____ (revise) many times since they were compiled.
- Several workers _____ (injure) in the accident yesterday.
- The product _____ (not give) a name yet.

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Exercise 3.4:

Form questions in the passive by asking about the underlined parts of the sentence.

Example:

Karin was sent a letter last week.

→ **When** was Karin sent a letter?

- Karin will be offered £ 18,000 a year.

- Five candidates have been asked to come to an interview.

- Karin was shown around the factory by Tom Adams.

- The goods were delivered late because of a strike.

- The cheapest computers are produced in Asia.

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Exercise 3.5:

Translate the sentences. Use the **passive**.

- a) Dieser Computer wird von einer deutschen Firma hergestellt.

- b) Das Auto wurde in Salzburg gestohlen. Es ist aber nur gemietet.

- c) Das neue Büro muss spätestens bis nächste Woche eröffnet werden.

- d) Der Fehler in dem Computerprogramm konnte nicht gefunden werden.

- e) Franks Sekretärin heißt Fiona.

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Exercise 3.6:

Complete the **if-clauses** by putting the verbs into the correct tense.

Examples:

If it ... (not rain) tomorrow, we'll have a picnic.

→ If it **doesn't rain** tomorrow, we'll have a picnic.

... (Karin/accept) the job if they paid her more?

→ **Would Karin accept** the job if they paid her more?

- a) If the goods _____ (be) cheap, we'll certainly order some.

- b) The film would be more interesting if it _____ (be) shorter.

- c) If everyone comes to the party, we _____ (not have) enough food.

- d) If IPL _____ (not pay) better salaries, it will not get good staff.
- e) _____ (you/buy) that car if it was a different colour?
- f) Would we do better if we _____ (spend) more on research?

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Exercise 3.7:

Complete the sentences with **some**, **any** or one of the compounds **something/anything**, **somebody/anybody** or **somewhere/anywhere**.

- a) Listen! I think I heard _____ in the warehouse.
I didn't hear _____. I don't think _____ is there.
- b) Have we got _____ to eat, Karin?
No. We'll have to go to _____ restaurant or other tonight. I didn't have _____ time to go shopping, I'm afraid.
- c) Have you seen my car keys, Tom? I can't find them _____.
Well, they must be _____. Have you looked in the car?

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Exercise 3.8:

Translate into English. Use **if-clauses**.

- a) Wenn Sie Karin Kaminski anrufen, sagen Sie ihr, dass sie bald von uns hören wird.

- b) Wenn Peter nicht so schnell fahren würde, hätte er weniger Unfälle.

- c) Jack bekäme ein besseres Gehalt, wenn er härter arbeiten würde.

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ETEST/H

Lösungen zum Englisch-Selbsttest

Lösungen zum Englisch-Selbsttest der Europäischen Fernhochschule Hamburg

Liebe Interessentin, lieber Interessent,

nachdem Sie die Übungen vollständig bearbeitet haben, vergleichen Sie bitte Ihre Antworten mit den Lösungen, die Sie auf den nachfolgenden Seiten finden.

Für jede richtige Antwort erhalten Sie 1 Punkt. Die Maximalpunktzahl einer jeden Übung ist angegeben, tragen Sie Ihre erreichte Punktzahl in das freie Feld neben der Maximalpunktzahl ein. Errechnen Sie Ihre Gesamtpunktzahl, indem Sie die Punktzahlen der einzelnen Übungen addieren.

Maximal können Sie 200 Punkte erreichen. Wenn Sie weniger als 80 Punkte (= 40%) erreicht haben oder sich bei einzelnen Aufgabenstellungen noch unsicher fühlen, empfehlen wir Ihnen, Ihre Englischkenntnisse aufzufrischen und zu vertiefen.

Ihr EURO-FH-Team

1 Looking for a job

- 1.1 a) True
b) False
c) False
d) Not in the text
e) True
- 1.2 lives – firm – makes – buys – needs – pipelines – steel – has to – Department
- 1.3 a) drives – is using – is – are repairing – doesn't like – takes – are – is taking – rings – say – are waiting
b) buys – sells – exports – is doing/does – is hoping/hopes
c) works – don't understand – has to
d) isn't/is not – are attending – go/are going – are – are working – is improving
- 1.4 a) never
b) often
c) to buy
d) interesting
e) easy
- 1.5 a) How many times has Tom's boss been to Bochum?
b) What has the secretary forgotten to post?
c) Why have a lot of bad accidents happened here lately?
d) Who/Whom has Tom Adams asked to give Karin a job?
e) How long has Tom's boss been with the company?
- 1.6 a) We have talked to a lot of customers today, but we haven't sold anything.
b) Karin has been living in Witten for ten years.
c) How many letters have you written since 9 o'clock?
d) Has the post arrived yet? Yes, I've put it in your office.
e) Karin and Tom haven't met each other in person yet.

- 1.7 happened – went – had/were having – thought – were waiting – paid/was paying
– were putting – walked – wanted – needed – said
- 1.8 a) bought – has bought
b) has just left
c) have never been – went
d) Have you seen ...? – saw – haven't seen
e) Haven't you finished ...? – have had
- 1.9 a) stupid
b) call/get in touch with/telephone
c) certain/convinced
d) difficult
e) almost
- 1.10 a) will arrive/are going to arrive
b) is going to offer/will offer
c) will rise
d) will be – isn't going to retire
e) Are you going to ask ...?/Will you ask ...?
- 1.11 a) must – can't – might have to
b) should – may not
c) have to
d) would
e) needn't – can
- 1.12 a) couldn't speak – must try
b) had to leave – were able to/could get
c) should pay – won't be able to find
d) couldn't/wasn't able to go
e) didn't have to work – were able to go

- 1.13 a) Diana, may I introduce Karin Kaminski?
b) We don't have to work on Monday. Monday is a holiday.
c) How would you like your steak, sir?
d) You won't be able to get a table in the restaurant.
e) Do you really have to go to the dentist every day?

2 A pleasant surprise

- 2.1 a) True
b) Not in the text
c) False
d) True
e) False
- 2.2 to – after – down – at – with – At – into – up – of – on – through – at – after –
out – from – in
- 2.3 a) happier
b) nicer – friendlier
c) most boring – worse
d) best – better
e) later
- 2.4 a) hard – carefully – highly
b) well – fast
c) possibly – certainly
d) Luckily – early
e) straight
- 2.5 a) This pizza does not taste as good as Mama Mia's.
b) The red one is the most expensive T-shirt in the shop.
c) Diana works as hard as Frank. / Diana works harder than Frank.
d) This computer is faster than that one. / This computer is as fast as that one.
e) Laptops are more expensive than iPads.
- 2.6 a) This translation is much more difficult than the last one.
b) The new German catalogue looks better than the English one.
c) Tom smiled happily when he saw Karin.
d) Petrol is becoming more and more expensive.
e) We are trying to write our handbooks as simply as possible, but unfortunately that is sometimes difficult.

3 The job offer

- 3.1 a) Because several people had been away from the office either on holiday or on business.
b) After six month.
c) They offer her a company car, a company pension scheme and a system of bonus payments.
d) Because she has to give three months' notice to her present employer.
e) IPL ... is an equal opportunity employer.
- 3.2 a) 5)
b) 2)
c) 4)
d) 1)
e) 3)
- 3.3 a) are exhibited
b) will be asked
c) have been revised
d) were injured
e) has not been given
- 3.4 a) How much will Karin be offered?
b) How many candidates have been asked to come for an interview?
c) Who showed Karin around the factory?/By whom was Karin shown around the factory?
d) Why were the goods delivered late?
e) Where are the cheapest computers produced?
- 3.5 a) This computer is manufactured by a German company.
b) The car was stolen in Salzburg. But it is only rented.
c) The new office has to be opened by next week at the latest.
d) The mistake in the computer program couldn't be found.
e) Frank's secretary is called Fiona.

- 3.6
- a) are
 - b) were
 - c) won't have
 - d) doesn't pay
 - e) Would you buy ...?
 - f) spent
- 3.7
- a) something – anything – anybody
 - b) anything – some – any
 - c) anywhere – somewhere
- 3.8
- a) When/If you call Karin Kaminski, tell her that she will hear from us soon.
 - b) If Peter didn't drive so fast, he would have fewer accidents.
 - c) Jack would get a better salary, if he worked harder.