

B2

BASIS FOR BUSINESS

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EINSTUFUNGSTEST



Cornelsen

Please write your answers on the answer sheet.

Bitte tragen Sie die Lösungen auf dem Antwortblatt ein.

1 Complete the dialogue with the correct question tags. The first one has been done for you.

- Sal: Hi Paul, it's good to see you. May I introduce my colleague Dave?
 Dave: Good to meet you, Paul. You're from Scotland, *aren't you*?
 Paul: Yes, that's correct, from Edinburgh actually.
 Dave: That's a beautiful city, ... (1)?
 Paul: I think so, although I am originally from Aberdeen.
 Sal: Sorry to interrupt, but we'd better get a taxi. I think the presentation starts at two o'clock, ... (2)?
 Paul: Yep, and Stina, the keynote presenter, always likes to start right on time, ... (3)?
 Sal: Stina is always very punctual!
 Paul: I'd like to try out my German on the taxi driver if that's okay, although they all speak some English, ... (4)?
 Sal: They'll probably answer you in English anyway, Paul. I wouldn't bother!

2 Simple present or present continuous? Complete the text with the correct form of the verbs in brackets.

My name is René Feram and I am the art director at a large marketing company based in Germany. I mostly (1) ... (work) in our Hamburg office, but this week I (2) ... (give) a series of workshops in our new Leipzig office. We (3) ... (expand) rapidly, and a lot of potential new employees are being interviewed by the Human Resources department at the moment. Unless the candidate has applied for a job in my department, I (4) ... (not attend) the interview. It is so much work, I can't keep up!

3 Complete these sentences with the correct preposition. Each one can be used only once and two prepositions are not needed.

for in of over to with

- The demand ... qualified IT staff is growing.
- I liaise ... the finance boss on a regular basis.
- She reports directly ... her line manager when a problem arises.
- I am in charge ... 20 employees.

4 Choose the correct option in each sentence.

- Thanks for the lesson. We'll see *us / each other / our* again at the same time next week, right?
- It costs me / I make / It takes me* at least 20 minutes to drive to work.
- The stadium is only a *15-minute walk / 15-minutes walk / 15 minutes of walk* from here.
- Now that you have moved, could you give me your *actual / current / instant* office location?

5 Complete the sentences using either the simple past or the present perfect tense.

- We ... (visit) the client last week.
- I ... (start) at the company three years ago.
- We ... (produce) machine parts since 1971.
- They ... (know) about the problem for over a week.

6 Complete the following email by choosing the correct options.

Hi Astrid,

Many thanks for your email, it's great to hear about your new job in Switzerland. It sounds fantastic! I'm sorry I (1) *am not writing / don't write / haven't written* for a few weeks, but things have been so busy. There have been a few changes in our company structure. I (2) *have / have had / am having* a new boss for four weeks. He's really helpful and a good listener, not like my old boss who (3) *was always hiding / always hides / has always hidden* behind his closed office door. We removed all levels of middle management last month. This has made the hierarchy a lot flatter. Well, I must keep this email brief as I have a meeting in a few minutes, but I'm looking forward to (4) *visit / have visited / visiting* you in March.

Have a good week.
Best wishes,

Sal

7 Match the following words with their definitions. Two definitions are not needed.

1. attitude
 2. sensitivity
 3. ambiguity
 4. realization
- a) the act of taking part in an activity or event
 - b) awareness of the needs and emotions of others
 - c) the process of becoming fully aware of something as a fact
 - d) a fixed way of thinking or feeling about something
 - e) the state of being clear to understand
 - f) something that can be understood in more than one way

8 Will future or going to future? Complete the sentences with the correct form.

1. Oh no! The train has gone. We ... have to take a taxi!
2. I've bought all the ingredients. I ... make a cake for my boss's birthday tomorrow.
3. Great news from Stina – she ... get married, but the date has not been fixed yet.
4. I can't speak to Paul at the moment as I'm in a meeting. Tell him I ... call him back in ten minutes.

9 Put the following words in the correct order. The first and the last words are always correct.

1. What you / do / be / consider / your / to weaknesses?
2. What biggest / personal / is / your achievement?
3. What you / a / for / looking / in / are / new position?
4. What personal / done / you / improve / to / your / have development?

10 Complete the conversation between an HR boss and a team leader using the adjectives below. Two adjectives are not necessary.

careless	collaborative	reliable
secretive	sensitive	stubborn

- Corinna: So, looking at his performance, I really feel Patrick has learned to work well with other team members.
- Lilly: I agree, he takes a very ... (1) approach to project work. What do you think about Lennart?
- Corinna: He still has a lot to learn, but he always gives 100 per cent and can be trusted to get on with his job. He's very ... (2).
- Lilly: Agreed. He has a great future if he takes advice, unlike Nicholas, who makes so many mistakes despite being more experienced than Lennart.
- Corinna: True. Nicholas does not always pay attention – he is quite ... (3). And during project work he refuses to change his opinion on things, even when his colleagues give good arguments or reasons.
- Lilly: Yes, sometimes he is really ... (4). I think we should speak to him at his appraisal next week.
- Corinna: Don't worry, I'll take care of that!

11 Decide if just one of the options is grammatically correct or if they both are.

1. a) I enjoy to watch horror films.
b) I enjoy watching horror films.
2. a) I like to run early in the morning.
b) I like running early in the morning.
3. a) I recommend to employ a new sales manager with language skills.
b) I recommend employing a new sales manager with language skills.
4. a) I can't afford to buy a new car at the moment.
b) I can't afford buying a new car at the moment.

12 Complete the memo using the most appropriate modal verbs below. Each one can be used only once and two forms are not needed.

don't have to	have to	may
mustn't	should	were not able to

Memo from Corinna Mills, head of HR

I wish to clarify the new rules regarding the registration of visitors to our company. If you are expecting a visitor, you always ... (1) inform reception so they can prepare an identification card. Visitors ... (2) sign in at reception but they are obliged to show identification which includes their photograph. Please also make visitors aware that they ... (3) take photographs on the factory floor as this is strictly forbidden. Finally, on a separate subject, I would like to remind all employees that they ... (4) wear an appropriate business suit for external meetings. This is not a company rule, but we like to present a professional image to our customers.

13 Match the following sentences halves.

1. The improved working atmosphere ...
 2. As a result of a staff survey, ...
 3. Due to the different working cultures between departments, ...
 4. The negative change in staff behaviour ...
- a) ... could be due to cutbacks in free training courses.
 - b) ... the staff have found it difficult to liaise productively.
 - c) ... we are going to introduce flexible working hours.
 - d) ... has led to a reduction in staff turnover.

14 Put the following sentences into the passive.

1. *The company should update its IT system.*
The IT system
2. *The IT department will have to delay the software update.*
The software update
3. *The IT department could not solve the problem.*
The problem
4. *The company needs to replace its IT system.*
The IT system

15 Choose the correct option in each sentence.

1. I'm an early bird as I *stand up / get up / go up* at 5 am every weekday morning!
2. There is simply no solution *to / for / at* this IT problem.
3. I *mustn't / am not allowed to / don't have to* wear a suit to the office on Fridays, but I can if I wish.
4. Her PA will write the *protocol / minutes / agenda* during the meeting.

16 If-sentences: Complete this conversation with the correct form of the verbs.

- Sal: I am really nervous about conferences. Presentations always make me feel as if I am under the spotlight.
- Marek: But if you (1) ... (not leave) your comfort zone, you will never get more confident
- Sal: That's true, but remember last time? What a disaster!
- Marek: It wasn't too bad, was it?
- Sal: If I had checked the slides more thoroughly, I (2) ... (not get) myself into such a state of confusion. It was so embarrassing!
- Marek: If I (3) ... (be) you, I would ask Paul to double-check your slides. He has a very good eye for detail.
- Sal: You're right. If he's not too busy, I'm sure he (4) ... (not mind) helping me.

17 Complete the sentences from a presentation by matching the sentence halves.

1. As you can see here, ...
 2. This might surprise you, ...
 3. I'd like to draw your attention ...
 4. That's all I have to say about ...
- a) ... but sales in Europe are far better than in Asia.
 - b) ... turnover has increased.
 - c) ... this aspect of the presentation.
 - d) ... to the first slide.

18 Read the text and decide whether the following statements are true, false or not mentioned.

Hi, my name is Anna Paulsville and I am the founder of Petlink GmbH which is an online platform that helps lonely dogs find other dogs to play with.

A few years ago, an old school friend mentioned that she was a bit worried about the long hours her dog spent alone at home while she was at work. This gave me the idea that there was a gap in the market, so I informally arranged a local dog walkers association mainly comprising of stay-at-home mums and dads. This soon expanded, and I set up the platform a year later. In the first trading year we had a profit of €11,000 despite the cost of developing the website. Good developers are scarce, but we were extremely lucky.

I am looking to expand my company beyond its current base in Berlin. We plan to concentrate on the major cities in Germany and will employ anyone with a love of animals. Every city has different regulations depending on which state it is in and a few have a lot red-tape to deal with. The good thing is that many of the bigger cities have large universities and thus an abundant student population, which is great for recruitment. I think Petlink has a great future! Woof woof!

1. She got the idea for the company from a former classmate.
2. In general, it is easy to find a website developer.
3. Most cities have a lot of bureaucracy.
4. Universities encourage students to apply to Petlink.

19 Complete the sentences with the words below. Two words are not needed.

as best more most than then

1. Staff satisfaction is considerably better ... this time last year.
2. Our competitors don't seem to be ... active as they were in the last quarter.
3. According to a recent customer survey, of the three factors given, speed of delivery is the ... important.
4. You thought we performed well last year? Well, I have some great news, this year looks as if it will be the ... ever!

20 Choose the correct name for the visuals below. There are two more than you need.

bar chart

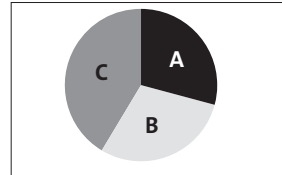
flow chart

line graph

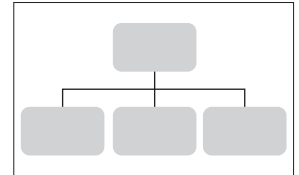
map

organization chart

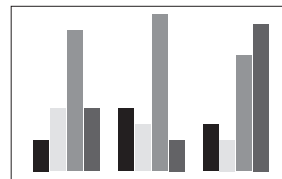
pie chart



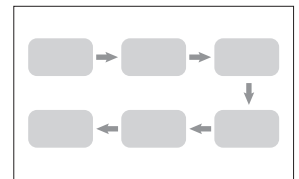
1. ...



2. ...



3. ...



4. ...

21 Put these sentences from a presentation in the correct order.

Well, before looking at projections for the next season, let us first look back on the last season.

- a) Nonetheless, we can foster additional revenue such as VIP club membership and stadium tours.
- b) And, as the next slide shows, we can also see an increase of 11 per cent in sales of scarves and hats – this was partly due to the cold winter.
- c) To illustrate this, I would like to present the current revenue streams from other clubs of the same size – but first let's have a little break.
- d) As you can see from the first slide, we had a 14 per cent increase in sales of football shirts, which was helped by an aggressive advertising campaign.

22 Which word or phrase does not fit with the others?

1. rise / increase / fluctuate / grow
2. slight fall / gradual fall / modest fall / significant fall
3. sales plummeted / sales recovered / sales improved / sales got better
4. the company thrived / the company grew / the company expanded / the company survived

23 Choose the correct preposition in each sentence.

- Those shoes are similar *like / to / as* the ones you got last Christmas.
- I don't understand the slide. What exactly do you mean *with / by / for* ROI?
- In the past, I worked *for / in / by* Petlink GmbH.
- Sales have increased *for / of / by* 14 per cent since the start of the quarter.

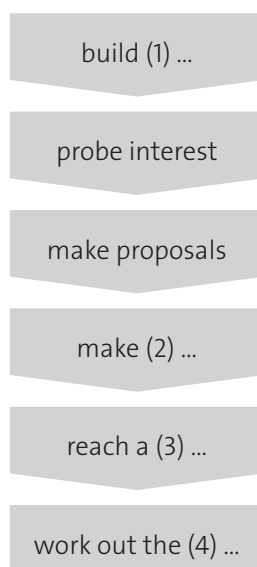
24 Match each multi-word verb with its synonym.

Two synonyms are not needed.

- to come up with
 - to deal with
 - to turn down
 - to look into
- to reject
 - to buy
 - to investigate
 - to handle
 - to afford
 - to suggest

25 Complete the stages of a negotiation process with the correct words. There are two more words than you need.

compromise	concessions	details
problem	rapport	results

**26 Complete the questions from a negotiation by matching the sentence halves.**

- Could you ask the supplier to ...
 - What would be ...
 - In which month ...
 - How about ...
- ... make some alternative plans for delivery?
 - ... employing a Spanish shipping company?
 - ... the lowest you could go?
 - ... could you be ready for shipment?

27 Complete the following sentences choosing the correct form of reported speech.

- Luna: I am not working at the weekend.
Nicole: Luna said that she *wasn't working / wouldn't be working / will not work* at the weekend.
- Luna: I'll help you with the translation.
Nicole: Luna told me that she *will help / helps / would help* me with the translation.
- Luna: I haven't seen Kat all day!
Nicole: Luna said that she *hasn't seen / hadn't seen / didn't see* Kat all day.
- Luna: I know for certain that the train arrives at 14.32.
Nicole: Yesterday, Luna was sure that the train *arrived / arrives / had arrived* at 14.32.

28 Complete the sentences using the correct form of the verb phrases.

- Marco: What was that noise at the door?
Sina: It ... (could/be) the postman, he generally calls around now.
- Sandra: Luna left 10 minutes ago!
Lisa: Really! She ... (might/wait) for me. I'll have to get a taxi now!
- Lena: Katharina didn't get the job. She found out last week, but she is okay now.
Astrid: Oh no! She ... (must/be disappointed), but I am glad she is happier now.
- Billie: Simon had been very worried about the contract, but he phoned today to say he had received it this morning.
Dennis: He ... (not need/worry). I had everything under control, as always!

29 Complete the following text using the best option a, b, c or d from below.

Hi, my name is Luna Gerhart and I am the head of sales at LG Europa which is a language school based in Berlin, Germany. My main responsibility is to find new ways of (1) ... new students to the school. We do this by only employing highly qualified trainers and, although this can be expensive, we feel we offer real (2) ... for money as students improve their skills in a shorter period of time. This is due to the highly developed (3) ... of our trainers. We are very happy to receive such positive online feedback and many new students choose our school (4) ... on what they read on review sites.

- | | |
|---------------------|-----------------|
| 1. a) offering | 2. a) value |
| b) attracting | b) progress |
| c) appealing | c) worth |
| d) considering | d) budget |
| 3. a) opportunities | 4. a) supported |
| b) advances | b) approached |
| c) skills | c) worked |
| d) quickness | d) based |

30 Complete the following relative clauses with the correct word. Two words are not needed.

that what where which who whose

- We visited the project site ... the problem had occurred.
- I complained about the engineer ... error had caused the problem.
- At the end of the day, it is Mark ... should take ultimate responsibility.
- The engineer stated that he had been given the wrong site plan, ... I find very difficult to believe.

31 Which of the following words do not fit?

- to encounter / to meet / to experience / to abandon
- to adjust / to terminate / to discontinue / to abolish
- to keep / to maintain / to provide / to uphold
- to attempt / to try / to seek / to solve

32 Read this text about personal development. Are the statements below true or false or not mentioned?

I had a self-development feedback session with my department head this morning. She recommended that I try to improve my professional network. I reflected on this and have come to the conclusion that it can be difficult to succeed in business without a strong network. Another thing she pointed out is that it is vital to show support to others. I have skills that may be useful to other professionals in my field. If I can show a readiness to help others with time, effort and assistance, then I might find it easier to get help when I need it the most.

There are many professional online networks, so the more time I spend strengthening and developing these virtual connections, the better it will be for me. I have also been encouraged to check out the internal social channels to develop networking between individuals in different departments. This will also give me a good idea of how other parts of the company work and think. This, I believe, will promote a positive and supportive company work culture, which can only be a good thing!

- The writer found it very obvious that you should assist and help others to help build a strong network.
- He now realizes that in personal development 'what goes around, comes around'.
- Department heads are obliged to give regular self-development feedback sessions.
- The writer believes the customs and the social behaviour at his organization will be enhanced by developing internal social network channels.

33 Choose the correct word or phrase from each of the following sentences.

- Our company encourages us to *spend / donate* 1% of our income to a local charity of our choice.
- I got some really good shampoo *probes / samples* at the trade fair.
- I must *excuse / apologize* for being 20 minutes late. There was a delay at the train station.
- We've written nearly three quarters of the invitations *so far / until now*. Only another 46 to go.

34 Complete these sentences with the correct preposition. Each one can only be used once and two prepositions are not needed.

about for in of on to

1. My boss is unavailable at the moment, she is attending ... an urgent issue.
2. Do you think she will blame the IT engineer ... the problem?
3. I think both my boss and the engineer are going to meet this afternoon to decide ... the best solution.
4. The engineer was so ashamed ... what he did wrong, he resigned!

35 Complete the following text with the verbs in brackets in the correct form. Sometimes more than one answer is possible.

Hi, my name is John Mahoney. I started working in marketing in 2011 for various small agencies before finding a job with Geomatt GmbH. This is where I (1) ... (work) since September 2013. I (2) ... (plan) to work as an accounts manager but, because of my language skills, I was soon moved to the copy-righting department. I subsequently became head of department in 2017.

At the moment, we (3) ... (pitch) for an automotive customer based in Lower Saxony. The deadlines are quite tight, but hopefully we (4) ... (complete) the first phase of the project by the end of the month. Due to the amount of work, we need more staff, so we (5) ... (employ) three or four freelance copy-righters. In fact, early this morning, I (6) ... (look at) a number of applications and I (7) ... (interview) the first candidate this time tomorrow. Together with the Human Resources department we (8) ... (talk) to potential new freelancers throughout the week. What a task!

Answer sheet
Antwortblatt

Name:

Datum:

1

1. _____

2. _____

3. _____

4. _____

_____/ 4 points

2

1. _____

2. _____

3. _____

4. _____

_____/ 4 points

3

1. _____

2. _____

3. _____

4. _____

_____/ 4 points

4

1. _____

2. _____

3. _____

4. _____

_____/ 4 points

5

1. _____

2. _____

3. _____

4. _____

_____/ 4 points

6

1. _____

2. _____

3. _____

4. _____

_____/ 4 points

7

1. _____

2. _____

3. _____

4. _____

_____/ 4 points

8

1. _____

2. _____

3. _____

4. _____

_____/ 4 points

9

1. _____

2. _____

3. _____

4. _____

_____/ 4 points

10

1. _____

2. _____

3. _____

4. _____

_____/ 4 points

11

- | | |
|---|---|
| 1. a) is correct <input type="checkbox"/> | both are correct <input type="checkbox"/> |
| b) is correct <input type="checkbox"/> | |
| 2. a) is correct <input type="checkbox"/> | both are correct <input type="checkbox"/> |
| b) is correct <input type="checkbox"/> | |
| 3. a) is correct <input type="checkbox"/> | both are correct <input type="checkbox"/> |
| b) is correct <input type="checkbox"/> | |
| 4. a) is correct <input type="checkbox"/> | both are correct <input type="checkbox"/> |
| b) is correct <input type="checkbox"/> | |

_____ / 4 points

12

1. _____
2. _____
3. _____
4. _____

_____ / 4 points

13

1. _____
2. _____
3. _____
4. _____

_____ / 4 points

14

1. _____
2. _____
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_____ / 4 points

15

1. _____
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4. _____

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16

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17

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3. _____
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18

- | | | |
|----------------------------------|--------------------------------|--|
| 1. true <input type="checkbox"/> | false <input type="checkbox"/> | not mentioned <input type="checkbox"/> |
| 2. true <input type="checkbox"/> | false <input type="checkbox"/> | not mentioned <input type="checkbox"/> |
| 3. true <input type="checkbox"/> | false <input type="checkbox"/> | not mentioned <input type="checkbox"/> |
| 4. true <input type="checkbox"/> | false <input type="checkbox"/> | not mentioned <input type="checkbox"/> |

_____ / 4 points

19

1. _____
2. _____
3. _____
4. _____

_____ / 4 points

20

1. _____
2. _____
3. _____
4. _____

_____ / 4 points

21

1. _____
2. _____
3. _____
4. _____

_____/ 4 points

22

1. _____
2. _____
3. _____
4. _____

_____/ 4 points

23

1. _____
2. _____
3. _____
4. _____

_____/ 4 points

24

1. _____
2. _____
3. _____
4. _____

_____/ 4 points

25

1. _____
2. _____
3. _____
4. _____

_____/ 4 points

26

1. _____
2. _____
3. _____
4. _____

_____/ 4 points

27

1. _____
2. _____
3. _____
4. _____

_____/ 4 points

28

1. _____
2. _____
3. _____
4. _____

_____/ 4 points

29

1. _____
2. _____
3. _____
4. _____

_____/ 4 points

30

1. _____
2. _____
3. _____
4. _____

_____/ 4 points

31

1. _____
2. _____
3. _____
4. _____

_____/ 4 points

32

1. true false not mentioned
2. true false not mentioned
3. true false not mentioned
4. true false not mentioned

33

1. _____
2. _____
3. _____
4. _____

_____/ 4 points

34

1. _____
2. _____
3. _____
4. _____

_____/ 4 points

35

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

_____/ 4 points

Total number of points: _____/ 144 points

Answer key Lösungsschlüssel

1

1. isn't it
2. doesn't it
3. doesn't she
4. don't they

2

1. work
2. 'm giving / am giving
3. 're expanding / are expanding
4. don't attend

3

1. for
2. with
3. to
4. of

4

1. each other
2. It takes me
3. 15-minute walk
4. current

5

1. visited
2. started
3. have produced
4. have known

6

1. haven't written
2. have had
3. was always hiding
4. visiting

7

1. d
2. b
3. f
4. c

8

1. 'll/will
2. 'm going / am going to
3. 's going to / is going to
4. 'll/will

9

1. What do you consider to be your weaknesses?
2. What is your biggest personal achievement?
3. What are you looking for in a new position?
4. What have you done to improve your personal development?

10

1. collaborative
2. reliable
3. careless
4. stubborn

11

- | | | | |
|------------------|-------------------------------------|------------------|-------------------------------------|
| 1. a) is correct | <input type="checkbox"/> | both are correct | <input type="checkbox"/> |
| b) is correct | <input checked="" type="checkbox"/> | | |
| 2. a) is correct | <input type="checkbox"/> | both are correct | <input checked="" type="checkbox"/> |
| b) is correct | <input type="checkbox"/> | | |
| 3. a) is correct | <input type="checkbox"/> | both are correct | <input type="checkbox"/> |
| b) is correct | <input checked="" type="checkbox"/> | | |
| 4. a) is correct | <input checked="" type="checkbox"/> | both are correct | <input type="checkbox"/> |
| b) is correct | <input type="checkbox"/> | | |

12

1. have to
2. don't have to
3. mustn't
4. should

13

1. d
2. c
3. b
4. a

14

1. should be updated
2. will have to be delayed
3. could not be solved
4. needs to be replaced

15

1. get up
2. to
3. don't have to
4. minutes

16

1. don't leave
2. wouldn't have got / would not have got
3. were
4. won't mind / will not mind

17

1. b
2. a
3. d
4. c

18

- | | | | | | |
|---------|-------------------------------------|-------|-------------------------------------|---------------|-------------------------------------|
| 1. true | <input checked="" type="checkbox"/> | false | <input type="checkbox"/> | not mentioned | <input type="checkbox"/> |
| 2. true | <input type="checkbox"/> | false | <input checked="" type="checkbox"/> | not mentioned | <input type="checkbox"/> |
| 3. true | <input type="checkbox"/> | false | <input checked="" type="checkbox"/> | not mentioned | <input type="checkbox"/> |
| 4. true | <input type="checkbox"/> | false | <input type="checkbox"/> | not mentioned | <input checked="" type="checkbox"/> |

19

1. than
2. as
3. most
4. best

20

1. pie chart
2. organization chart
3. bar chart
4. flow chart

21

1. d
2. b
3. a
4. c

22

1. fluctuate
2. significant fall
3. sales plummeted
4. the company survived

23

1. to
2. by
3. for
4. by

24

1. f
2. d
3. a
4. c

25

1. rapport
2. concessions
3. compromise
4. details

26

1. a
2. c
3. d
4. b

27

1. wasn't working
2. would help
3. hadn't seen
4. arrived

28

1. could have been / could be
2. might have waited
3. must have been disappointed
4. needn't/need not have worried

29

1. b
2. a
3. c
4. d

30

1. where
2. whose
3. who
4. which

31

1. to abandon
2. to adjust
3. to provide
4. to solve

32

- | | | | | | |
|---------|-------------------------------------|-------|-------------------------------------|---------------|-------------------------------------|
| 1. true | <input type="checkbox"/> | false | <input checked="" type="checkbox"/> | not mentioned | <input type="checkbox"/> |
| 2. true | <input checked="" type="checkbox"/> | false | <input type="checkbox"/> | not mentioned | <input type="checkbox"/> |
| 3. true | <input type="checkbox"/> | false | <input type="checkbox"/> | not mentioned | <input checked="" type="checkbox"/> |
| 4. true | <input checked="" type="checkbox"/> | false | <input type="checkbox"/> | not mentioned | <input type="checkbox"/> |

33

1. donate
2. samples
3. apologize
4. so far

34

1. to
2. for
3. on
4. about

35

1. 've worked / have worked / 've been working / have been working
2. 'd planned / had planned
3. 're pitching / are pitching
4. 'll have completed / will have completed
5. 're going to employ / are going to employ
6. was looking at / looked at
7. 'll be interviewing / will be interviewing
8. 'll be talking / will be talking

Auswertung**Ab 122 Punkten:**

Ausgezeichnet! Sie sind in dieser Niveaustufe absolut sicher. Wir empfehlen Ihnen daher den Besuch eines Kurses, der mit dem Kursbuch **Basis for Business C1** anfängt. Vielleicht möchten Sie vorher den Einstufungstest für die nächste CEF-Stufe ausfüllen?

Ab 100 Punkten:

Ihre Kenntnisse auf Niveaustufe B2 sind gut. Um Ihre Kenntnisse weiter zu festigen und eventuell vorhandene Wissenslücken zu schließen, empfehlen wir Ihnen, die Inhalte aus dem Kursbuch **Basis for Business B2** zu wiederholen, bevor Sie einen Kurs auf der Niveaustufe C1 beginnen.

Unter 100 Punkten:

In dieser Niveaustufe sind Sie noch unsicher. Wir empfehlen Ihnen daher den Besuch eines Kurses, der mit dem Kursbuch **Basis for Business B2** anfängt.