

**ANGL 1332 - Business English**  
**Test Your Business English (Finance) : Units 1-27**

**I) Select the most suitable words to fill in the blanks.**

1. Stock Exchange dealers reacted sharply today to news of a(n) .....bid.  
a. net income                      b. gross profit margin              c. overdraft                      d. takeover
2. By providing a guarantee that the loan will be paid back, a(n) ..... enables a person to buy property without having the funds to pay for it outright.  
a. liability insurance              b. mortgage                      c. income statement              d. cashflow
3. Most government loans are not secured by physical ..... ; however, they are regarded in law as contracts carrying an obligation on the part of the debtor to repay.  
a. petty cash                      b. shareholders                      c. accountancy fees              d. assets
4. Borrowing to finance over ambitious development plans was another factor in leaving a large number of nations with a heavy debt burden, which then became unbearable when interest rates rose and ..... export prices declined.  
a. commodity                      b. equity                      c. stock                      d. expenditure
5. This ..... shows the sales figures for each of our markets.  
a. cash settlement                      b. equity                      c. pie chart                      d. bankruptcy
6. The architect invited ..... from building firms for the school contract.  
a. tenders                      b. overheads                      c. shares                      d. brokers
7. Share prices ..... in Hong Kong today, the Hang Seng finishing up ten points.  
a. edged down                      b. recovered                      c. collapsed                      d. hit bottom
8. The company does not have enough money to meet its .....  
a. fixed assets                      b. stockbrokers                      c. liabilities                      d. dividends
9. Innovation is expensive and risky, and sometimes more expensive than acquiring or ..... with other successful innovative firms.  
a. fixed assets                      b. shrinking                      c. forecasting                      d. merging
10. The company's ..... for the end of the year showed a sharp rise in borrowings.  
a. skimming strategy                      b. balance sheet                      c. break-even point                      d. operating income

**II) Choose the most appropriate filler from the list :**

a) balance b) break-even point c) cashflow d) commodity e) core f) current g) discount  
 h) equity i) fixed j) liquidity k) merger l) mortgage m) operating n) overdraft  
 o) profitability p) storage q) tender r) trade s) turnover t) variable

1. Benetton announced that, instead of diversifying their products, they would now concentrate on their ... activity, i.e. selling clothes.
2. As our account in the bank has been in the red for a long time, we should really think of cutting our ... .
3. I bought my car for a low price : the seller gave me a 20% ... since the new model is being released next month.
4. Now that we have decided to invest money in new infrastructures, we must publish a call for ...
5. The ... is the total amount of sales of a business before costs are deducted.
6. When sales reach a level where revenues match costs, a company reaches the ...
7. The ... of a business is the actual movement of money into and out of it.
8. If we can increase our net margin from 2% to 5%, the company's ... will also increase.
9. Items that can easily be changed into cash are called ... assets.
10. ... costs are the costs for the day-to-day running of a business.

**III) Unscramble the words in capitals to make meaningful words.**

1. Telecommunications pioneer Craig McCaw agreed to lead a group of investors that will provide up to \$1,2 billion to ICO to enable the company to emerge from (KRTCABNPY) .....
2. Ask the chief (UTANCOTCNA) ..... whether he has received their transfer of funds.
3. It took two years for the market to (CROERVE) ..... from the mid-seventies crash.
4. 28 per cent of sales should be taken up in marketing and distribution and a further 8 per cent in general (SHVROEDEA) .....
5. We have instructed our (SCKRBOETKOR) ..... to purchase 1000 shares of this company.
6. In our sample balance sheet, the only long-term (BLYAIIITI) ..... is that represented by the 5% First Mortgage Bonds.

7. When choosing a new site for a factory you should take into consideration factors such as the (ROABL TSOSC) .....
8. Economic growth in the United Kingdom has picked up sharply, while (NIFOTALIN) ..... has remained subdued.
9. Deregulated market spurs (ENCTIMOPTIO) ..... and brings down fares.
10. '(RNDEET).....' is 'A formal letter with an offer to supply goods, containing a description of the project, including costs, materials, personnel etc.'

**IV) Complete the sentence with the missing word. Only the first letter of the word is given.**

1. A really big strike will throw the firm into b....
2. He commented on the amazing way in which computers have recently s.... in size.
3. The o.... of a business are its regular and essential expenses such as rent and the cost of telephone, stationery, etc.
4. The company is going into l.... and putting dozens of technicians on the dole.
5. They were forced to sell off some of their a.... in order to reduce borrowing.
6. You must spend less until your d.... are paid off.
7. The average worker, e.... \$15,058 in 1981, now pays \$5,523 in taxes.
8. They advised their clients to take over or m.... with another company.
9. The car was repaired at no c.... to the owner.
10. Roads should be provided out of public r....

**Solutions :**

**I)** 1.d 2.b 3.d 4.a 5.c 6.a 7.b 8.c 9.d 10.b

**II)** 1.i 2.n 3.g 4.q 5.s 6.b 7.c 8.o 9.j 10.m

**III)** 1. bankrupt 2. accountant 3. recover 4. overheads 5. stockbroker 6. liability 7. labor costs  
8. inflation 9. competition 10. tender

**IV)** 1. bankruptcy 2. shrunk 3. overheads 4. liquidation 5. assets 6. debts 7. earns 8. merge 9. cost  
10. revenues