

## English – Business (B1.2)

### Final Exam Study Guide

#### Section 1: Listening (20 points)

For section 1, you will listen to three tracks (each track x 2) and answer questions in freeform and fill-in-the-blanks about the listening text.

Possible tracks include:

- SB Unit 7 p. 67: Tracks 1.44, Track 1.45, Track 1.46 (Cultural Differences)
- SB Unit 8 p. 77: Track 2.6, Track 2.7, Track 2.8 (Finding a Job)
- SB Unit 9 p. 83: Track 2.14, Track 2.15, Track 2.16 (Free Trade)
- SB Unit 10 p. 99: Track 2.26, Track 2.27, Track 2.28 (Helping Environmental Research)

#### Section 2: Grammar & Vocabulary (40 points)

In section 2, there are five tasks which require you to a) know the vocabulary from units 7-12 and b) be able to understand and correctly use the grammar from units 7-12.

The vocabulary was taken from:

- SB Unit 7 p. 68 (Idioms)
- SB Unit 8 p. 75 (Employing the Right People)
- SB Unit 9 p. 82 (International Markets: Starting Up)
- SB Unit 11 pp. 104 – 105 (Character Adjectives)

Here is the grammar that you require to do well on the exam. The grammar points were taken from:

- SB Unit 7 p. 70: Language Review - Advice, Obligation and Necessity
- SB Unit 8 p. 78: Language Review - *-ing* forms and Infinitives
- SB Unit 10 p.100: Language Review – Narrative Tenses
- SB Unit 11 p. 107: Language Review – Relative Clauses

#### Section 3 – Reading (20 points)

There are two texts from the Student Book in the exam. You will have to read the texts and fill-in-the-blanks and True/False answers to statements.

Possible readings include:

- SB Unit 7 p. 69 Standard Bank overcomes culture shock
- SB Unit 8 p. 76 Women at work
- SB Unit 9 p. 84 - 85: Trade between China and the US
- SB Unit 11 p. 106: Father of the feel-good factory

## Section 4 – Writing (20 points)

In Section 4, there are 2 tasks which require you to:

- a) Complete a letter with the correct words (fill-in-the-blank/multiple choice) (10 pts)
- b) Write a letter or a summary. Important: Only one of the tasks below will be given on the exam. (10 pts)

- Possibility 1: Write a letter to an applicant who failed to get a job
- Possibility 2: Write a letter offering employment to a successful candidate
- Possibility 3: Write a short report summarizing the most interesting information you have learnt about culture

Your instructor will use the following matrix to grade your response:

Response	No (0%)	Poor (25%)	Fair (50%)	Good (75%)	Very Good (100%)
Did the author use the correct format for an e-mail?	0	1	2	3	4
Did the author reference topic and choice?	0	1	2	3	4
Length of response was appropriate?	0	1	2	3	4
Paragraph style was used?	0	1	2	3	4
Spelling/Grammar	0	1	2	3	4
Total points	20÷2 = /10				