BTL – Level Test - English (EN Questions)

*DP4 v2.4*

Written Comprehension 1

Choose ONE answer for each question and write the letter that corresponds in the blank space.

**1. Our office is in the centre \_\_\_\_\_\_ London.**

a) of

b) to

c) by

d) from

**2. She has worked here \_\_\_\_\_\_ 2018.**

a) during

b) while

c) since

d) for

**3. I \_\_\_\_\_ an important report when my client arrived.**

a) read

b) will read

c) was reading

d) have read

**4. My boss \_\_\_\_\_\_ me to call her.**

a) said

b) asked

c) recommended

d) suggested

**5. Caroline is responsible \_\_\_\_\_\_ our large accounts.**

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

**6. The company employs 500 \_\_\_\_\_\_.**

a) salaries

b) persons

c) staffs

d) people

**7. To bring forward a meeting is \_\_\_\_.**

a) to cancel it

b) to put it at an earlier date

c) to postpone it

d) to confirm by mail

**8. I forgot \_\_\_\_\_\_ the report as I was so busy last week.**

1. send
2. to send
3. sending
4. sent

**9. After \_\_\_\_\_\_ my report, I must re-read it carefully.**

1. finish
2. to finish
3. finishing
4. I‘ll finish

**10. I’m \_\_\_\_\_\_ in learning new skills.**

1. interesting
2. interested
3. interest
4. keen

**11. I must \_\_\_\_\_\_ to my line manager once a month.**

1. to report
2. report
3. reporting
4. will report

**12. I’ll forward you the report when I \_\_\_\_\_\_ it from the client.**

1. receiving
2. ‘ll receive
3. receive
4. to receive

**13. Her \_\_\_\_\_\_ job is more interesting than her previous one.**

1. current
2. actual
3. now
4. actually

**14. I wasn’t \_\_\_\_\_\_ and made a few mistakes in my email.**

1. carefully enough
2. enough careful
3. careful enough
4. enough carefully

**15. It depends \_\_\_\_\_\_ my workload.**

1. from
2. about
3. on
4. of

**16. Our CEO \_\_\_\_\_\_ English.**

a) aren’t

b) are

c) is

d) be

**17. Kevin \_\_\_\_\_\_ to pay more attention when writing. He makes too many mistakes.**

1. should
2. must
3. ought
4. needn’t

**18. When I arrived, the meeting \_\_\_\_\_\_ already started.**

1. has
2. had
3. was
4. nothing

**19. I was \_\_\_\_\_\_ 30 minutes before my interview.**

1. keep waiting
2. to keep waiting
3. kept waiting
4. waited

**20. She got the job \_\_\_\_\_\_ of not having much experience.**

a) because

b) even

c) despite

d) in spite

**21. We’re looking forward \_\_\_\_\_\_ our new director next week.**

a) meeting

b) to meet

c) meet

d) to meeting

**22. He asked \_\_\_\_\_\_ as soon as possible.**

a) they to come

b) them to come

c) to them to come

d) for them coming

**23. If we hit our targets, we \_\_\_\_\_\_ a bonus.**

a) have received

b) will receive

c) had received

d) will have received

**24. If I had studied more, I \_\_\_\_\_\_ failed my exams.**

a) wouldn’t have

b) would have

c) hadn’t have

d) couldn’t have

**25. Jack is \_\_\_\_\_\_ working on his report, it’s taking him a long time.**

1. still
2. always
3. again
4. yet

**26. The company has come to\_\_\_\_\_\_ as a responsible employer.**

a) being seen

b) seen

c) be seen

d) see

1. **The issue is the same \_\_\_\_\_\_ the one we faced last December.**

a) as

b) than

c) like

d) with

1. **I don’t \_\_\_\_\_\_ to working late from time to time**
2. mind
3. object
4. like
5. bother
6. **“Have you been to our head office?” “Yes, I \_\_\_\_\_\_ there last year”.**

a) have been

b) went

c) have

d) have gone

1. **I didn’t \_\_\_\_\_\_ the meeting last Monday, as I was on a business trip.**
2. go
3. participate
4. assist
5. attend

Written Comprehension 2 

Read the mail and reply IN ENGLISH to the questions below :

Dear Ms Fletcher,

We hope this email finds you well.

Further to our call last week, we are delighted to confirm that this year’s “Language for all” conference will be held on 16th, 17th and 18th November. For the first time in its five-year history, it will take place at a venue outside London, namely the Birmingham Exhibition Centre.

The conference is aimed at anybody working in, or intending to work in, the language training sector/field/industry. It will take place over a three-day period and will involve presentations, seminars and workshops. Time will also be devoted to networking opportunities with fellow attendees.

We are pleased to announce that we have managed to attract a number of renowned and expert speakers, both from the UK and abroad. Please refer to the attached programme for full details.

To avoid disappointment, we strongly recommend you confirm your attendance as soon as possible. You will find an enrolment form attached. Please make sure you return the form by

31st October.

Looking forward to hearing from you very soon.

Best regards

The “Language for all” conference team

1. **When was Ms Fletcher in contact with the conference organisers?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **How many times has the conference taken place in Birmingham before ? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **What events will participants be able to attend during the conference?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Where do the presenters come from?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **What documents were sent with the email?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Written Expression 1

Write between 8-10 lines EN ENGLISH on ONE of the following subjects:

* What are your hobbies or interests?
* What are the main tasks and responsibilities of your job?
* You’ve just come back from your holiday, where your hotel was below your expectations. Write to the hotel manager with your complaints.
* How has technology changed your work life?
* Describe your professional career so far.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Written Comprehension 2



In an interview, Mary Tuckerberk, founder of the social network TikTak, gave the answers below.

Write the questions IN ENGLISH that you think she was asked.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

“Yes, I’d love a cup of tea, please.”

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

“I worked for two start-ups before joining TikTak.”

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

“I’ve been CFO of TikTak for almost 3 years.”

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

“We are planning to open offices in London and Paris.”

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

“I check my TikTak account twice a day !!”

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

“$10 million!? I think I would quit my job and buy a big house by the sea!”

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

“I would have become an actor or a script writer, but I love my job so I have no regrets!”