



**BUSINESS ENGLISH  
FOR BEGINNERS**

**A1**

**EINSTUFUNGSTEST**

**Cornelsen**

Bitte tragen Sie die Lösungen auf dem Antwortblatt ein.

**1 Ergänzen Sie die Sätze mit dem jeweils passenden Wort.**

1. ... you based in London?  
a) Are  
b) Is
2. ... he an administrative assistant?  
a) Are  
b) Is
3. I ... a project manager.  
a) am  
b) are  
c) is
4. They ... designers.  
a) am  
b) are  
c) is

**2 Verbinden Sie das englische Wort (1.–4.) mit dem passenden deutschen Begriff (a–d).**

1. headquarters
  2. office
  3. company
  4. department
- a) Abteilung  
b) Büro  
c) Firma  
d) Hauptsitz

**3 Verbinden Sie die Fragen (1.–4.) mit den passenden Antworten (a–d).**

1. What's your name?
  2. How are you?
  3. Which company are you with?
  4. Where are you based?
- a) I'm with Tyson Toys.  
b) In London.  
c) I'm Mark Baker.  
d) Not bad, thanks.

**4 Ergänzen Sie die Fragen mit dem jeweils passenden Fragewort.**

1. ...'s the project manager? – Andrea is.  
a) What  
b) Where  
c) Who
2. ... are you from? – I'm from Chicago.  
a) What  
b) Where  
c) Who
3. ... 's your job? – I'm a computer consultant.  
a) What  
b) Where  
c) Who
4. ... 's the laptop? – The laptop is in the office.  
a) What  
b) Where  
c) Who

**5 Hören Sie sich den Dialog an. Notieren Sie die Telefonnummer in der Lücke.**

1. The phone number is ...  
a) 001 2120386509  
b) 001 2120386599

**6 Where is Samuel? Markieren Sie die grammatisch richtige Antwort.**

1. Hi's on his desk.
2. He's at lunch.
3. He is on an business trip.
4. Hes out of the office.

**7 Hören Sie sich das Telefongespräch an. Was sagt Frau Sanchez als Nächstes?**

1. Can you give him a message, please?
2. Can you give me a message, please?
3. Can I give him a message, please?
4. Can he give me a message, please?

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**8 Verbinden Sie die Fragen (1. – 4.) mit den passenden Antworten (a – d).**

1. Can I take a message?
  2. Can I speak to Ms Milford?
  3. Can you repeat that please?
  4. Can she call me back?
- a) I'm sorry, she's in a meeting.
  - b) No thanks, I can call back later.
  - c) Certainly. Can you give me your name and number, please?
  - d) Of course. Maple, that's M-A-P-L-E. Avenue, that's A-V-E-N-U-E.

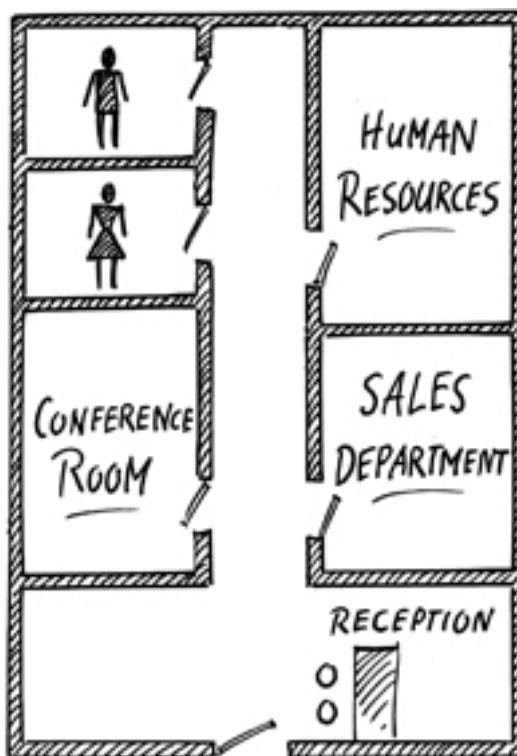
**9 Hören Sie sich den Dialog an. Ergänzen Sie die fehlenden Wörter in den Lücken.**

- T: Excuse me. Are you Debra?  
 D: Yes. I ... (1)  
 T: I'm Terrence from the office in South Africa. Pleased to ... (2) you.  
 D: It's nice to meet you ... (3) Welcome to the London office.  
 Please ... (4) me Debbie. Can I ... (5) your coat?  
 T: Thank you. Here you ... (6).

**10 Ergänzen Sie die Sätze mit den jeweils passenden Wörtern.**

1. ... any microphones?  
 a) Are there  
 b) Is there
2. Yes, ... two.  
 a) we has  
 b) we have
3. ... a projector?  
 a) Are there  
 b) Is there
4. No, ...  
 a) there aren't.  
 b) there isn't.

**11 Ergänzen Sie die Sätze mit der jeweils passenden Antwort.**



Debra gives Terrence a short company tour. "We are at reception."

1. The Sales Department is ...  
 a) next to  
 b) on the left  
 c) on the right  
 d) opposite
2. The conference room is ...  
 a) next to  
 b) on the left  
 c) on the right  
 d) opposite
3. The toilets are ... the conference room.  
 a) next to  
 b) on the left  
 c) on the right  
 d) opposite
4. Human Resources is ... the toilets."  
 a) next to  
 b) on the left  
 c) on the right  
 d) opposite

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**12 Ergänzen Sie die Lücken mit den Pluralformen der Wörter in Klammern.**

1. The office has two email ... (address)
2. Debra has three ... in the childcare centre. (child)
3. The London office has two conference ... (room)
4. The firm has offices in eight ... (city)

**13 Lesen Sie den Text. Ergänzen Sie dann die Sätze mit dem jeweils passenden Namen. Manchmal sind mehrere Lösungen korrekt.**

*He:* Doug Curtis is from Canada and is a manager at Centrific. He works in the production department. The production department is in India. The production department manufactures computers components.

*She:* Susan Kim is from South Korea. She works in Centrific's sales department. She works at the company headquarters in Canada. Her customers buy computer components.

1. ... works for Centrific.
  - a) Doug
  - b) Susan
2. ... is Canadian.
  - a) Doug
  - b) Susan
3. ... sells components to customers.
  - a) Doug
  - b) Susan
4. ... is a manager.
  - a) Doug
  - b) Susan

**14 Ergänzen Sie die Sätze mit dem jeweils passenden Wort. Manchmal sind mehrere Lösungen korrekt.**

1. Gold Solar ... solar equipment.
  - a) does
  - b) makes
  - c) produces

2. Gold Solar ... business with the Australian firm SunRise.
  - a) does
  - b) makes
  - c) produces

3. Gold Solar ... equipment to SunRise.
  - a) buys
  - b) sells
  - c) supplies

4. SunRise ... equipment from Gold Solar.
  - a) buys
  - b) sells
  - c) supplies

5. SunRise ... equipment from Gold Solar.
  - a) buys
  - b) sells
  - c) supplies

**15 Welche dieser Fragen sind grammatikalisch richtig formuliert?**

1. How many offices does your company have?
2. How many offices has your company?
3. Does the company make a good work?
4. Does the company do good work?

**16 Ergänzen Sie die Sätze mit dem jeweils passenden Wort.**

1. LPR Unlimited ... construction equipment.
  - a) buys
  - b) produces
2. Its ... are in Italy.
  - a) headquarters
  - b) offices
3. It has ... in Spain, Indonesia, and China.
  - a) headquarters
  - b) offices
4. Its ... in China manufactures the equipment.
  - a) fabric
  - b) factory

**17 Hören Sie sich den Dialog an. Ergänzen Sie dann Elenas E-Mail-Adresse.**

1. Elena's e-mail address is ...

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**18 Welche dieser Aussagen sind grammatikalisch korrekt?**

1. I like it to start work at 8 a.m.
2. I like to start work at 8 a.m.
3. I like starting work at 8 a.m.
4. I like start to work at 8 a.m.

**19 Welche dieser Aussagen sind grammatikalisch korrekt?**

1. I have a cup of tea rarely in the evening.
2. I rarely have a cup of tea in the evening.
3. Rarely have I a cup of tea in the evening.
4. I have rarely in the evening a cup of tea.

**20 Hören Sie sich Pauls Beschreibung seines Arbeitstages an. Ergänzen Sie die Sätze mit der jeweils passenden Antwort.**

1. Paul starts work at ...
  - a) 7:45
  - b) 8:15
  - c) 8:45
2. Paul's lunch break is about ... minutes.
  - a) 15
  - b) 30
  - c) 45
3. Paul and his colleagues have tea time on Fridays at ...
  - a) 3 a.m.
  - b) 3 p.m.
  - c) 13:00

**21 Hören Sie sich Pauls Beschreibung seines Arbeitstages an. Beantworten Sie dazu die folgenden Fragen:**

1. Does Paul work overtime?
  - a) Yes, he does.
  - b) Yes, he do.
  - c) No, he don't.
  - d) No, he doesn't.

2. Does Paul do sports every night after work?
  - a) Yes, he does.
  - b) Yes, he do.
  - c) No, he don't.
  - d) No, he doesn't.
3. Does Paul go to concerts on the weekend?
  - a) Yes, he does.
  - b) Yes, he do.
  - c) No, he don't.
  - d) No, he doesn't.

**22 An office visitor asks you what time it is. Look at the clock. Which answers are correct?**



1. It's half 11.
2. It's 10:30.
3. It's eleven thirty.
4. It's half past ten.

**23 Lesen Sie die beiden Dialoge. Ergänzen Sie was und were (und not, wenn nötig).**

**Dialogue 1**

1. Where ... Tina yesterday?
2. ... she at the workshop?
3. No, she ...
4. She ... off sick.

**Dialogue 2**

5. ... you at the AGM at the weekend?
6. Yes, I ...
7. ... the presentations interesting?
8. No, they ...

**24 Hören Sie sich die Sätze an. Ergänzen Sie sie mit der jeweils passenden Zahl.**

1. The company party was on May ...
2. The report deadline was April ...
3. The firm started business on July 22, ...
4. My colleague's birthday is on January ...

Einstufungstest A1

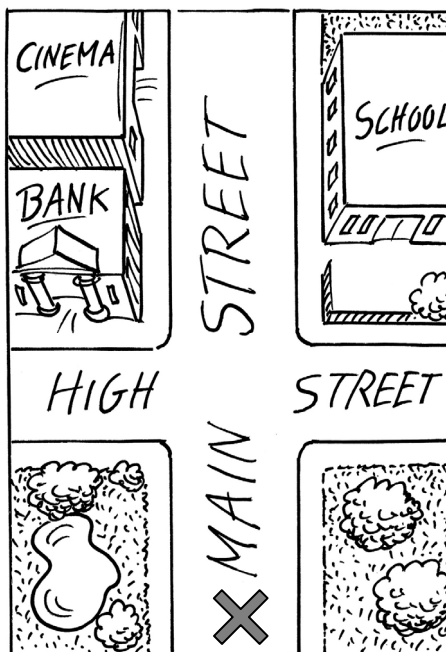
**25 Verbinden Sie die Satzanfänge (1. – 4.) mit den richtigen Satzenden (a - d).**

1. I would like
  2. Could you
  3. Please find attached
  4. Please call me
  5. Thank you
  6. Thank you
- a) please send me the sales information from July?
  - b) if you have any questions.
  - c) you to send me the sales information from July.
  - d) in advance.
  - e) the performance review.
  - f) for your time.

**26 Ergänzen Sie die richtigen Verbformen in der Vergangenheit (simple past).**

1. I ... a great meeting with our colleagues in Norway. (have)
2. First, we ... the new product line. (discuss)
3. They were happy that production ... in May. (start)
4. Then Sven ... a presentation on possible clients. (give)
5. We ... time to talk about the big order from the US. (have)
6. But we ... time to discuss the sales report from last quarter. (not / have)

**27 Sehen Sie sich die Karte an. Sie stehen am unteren Ende der Main Street (siehe Kreuz) und wollen zum Kino gehen. Welche zwei Wegbeschreibungen sind korrekt?**



1. Go straight up Main Street. Go past High Street. The cinema is on the left opposite the school.
2. Go straight up Main Street. Go past High Street. The cinema is on the right.
3. Go straight up Main Street. Go past High Street. There's a bank on the corner. The cinema is on Main Street next to the bank.
4. Go straight up Main Street. Go past High Street. The cinema is on the left opposite the cafe.

**28 Welche Fragen und Antworten sind grammatikalisch korrekt?**

1. Where went you to dinner? | We went to DiLuca's Restaurant.
2. Where did you go to dinner? | We went to DiLuca's Restaurant.
3. Did the restaurant have good food? | Yes, it did.
4. Had the restaurant good food? | Yes, it had.

Einstufungstest A1

**29 Lesen Sie den Dialog und ergänzen Sie die fehlenden Verbformen in der Vergangenheit (*simple past*).**

Text: Lara visits TRL Enterprise's Madrid office and is greeted by Carmella.

- C. Hello, Lara. Nice to see you. Welcome to Madrid!
- L. Thank you. It's nice to see you too.
- C. Did you have a good trip?
- L. Yes, I did. My plane ... (1) (leave) at 3 p.m. After I got to Madrid I ... (2) (check) in to my hotel, ... (3) (eat) dinner, and then ... (4) (go) to bed. I ... (5) (read) a very interesting report on the plane. I would like to discuss it with you.

**30 Hören Sie sich an, was Karen ihren Kollegen von ihrer Präsentation für japanische Investoren berichtet. Welche Sätze sind richtig?**

1. The XTM3 is a new MP3 player.
2. All of Karen's colleagues got the meeting summary over email.
3. The investors want the new XTM3 to be ready in November.
4. The investors plan to invest 5 million Euro.

Einstufungstest A1

**Antwortblatt**

Name: \_\_\_\_\_ Datum: \_\_\_\_\_

**1**

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

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_ / 4 Punkten

**2**

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

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_ / 4 Punkten

**3**

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

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_ / 4 Punkten

**4**

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

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_ / 4 Punkten

**5**

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

\_\_\_\_\_ / 1 Punkt

**6**

1. True  False

2. True  False

3. True  False

4. True  False

\_\_\_\_\_ / 4 Punkten

**7**

\_\_\_\_\_

\_\_\_\_\_ / 1 Punkt

**8**

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

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_ / 4 Punkten

**9**

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

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

\_\_\_\_\_ / 6 Punkten



Einstufungstest A1

**10**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

\_\_\_\_\_ / 4 Punkten

**11**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

\_\_\_\_\_ / 4 Punkten

**12**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

\_\_\_\_\_ / 4 Punkten

**13**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

\_\_\_\_\_ / 4 Punkten

**14**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

\_\_\_\_\_ / 4 Punkten

**15**

- 1. Correct  False
- 2. Correct  False
- 3. Correct  False
- 4. Correct  False

\_\_\_\_\_ / 4 Punkten

**16**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

\_\_\_\_\_ / 4 Punkten

**17**

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

\_\_\_\_\_ / 1 Punkt

**18**

- 1. Correct  False
- 2. Correct  False
- 3. Correct  False
- 4. Correct  False

\_\_\_\_\_ / 4 Punkten

Einstufungstest A1

**19**

- 1. Correct  False
- 2. Correct  False
- 3. Correct  False
- 4. Correct  False

\_\_\_\_\_ / 4 Punkten

**20**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

\_\_\_\_\_ / 3 Punkten

**21**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

\_\_\_\_\_ / 3 Punkten

**22**

\_\_\_\_\_ / 1 Punkt

**23**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_

\_\_\_\_\_ / 8 Punkten

**24**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

\_\_\_\_\_ / 4 Punkten

**25**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

\_\_\_\_\_ / 6 Punkten

**26**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

\_\_\_\_\_ / 6 Punkten

**27**

- 1. Correct  False
- 2. Correct  False
- 3. Correct  False
- 4. Correct  False

\_\_\_\_\_ / 4 Punkten

Einstufungstest A1

**28**

- 1. Correct  False
- 2. Correct  False
- 3. Correct  False
- 4. Correct  False

\_\_\_\_\_ / 4 Punkten

**29**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

\_\_\_\_\_ / 5 Punkten

**30**

- 1. True  False
- 2. True  False
- 3. True  False
- 4. True  False

\_\_\_\_\_ / 4 Punkten

**Auswertung**

**Ab 105 Punkten:**

Ausgezeichnet! Sie sind in dieser Niveaustufe absolut sicher.

Wir empfehlen Ihnen den Besuch eines Kurses, der mit Business English For Beginners A2 anfängt. Vielleicht möchten Sie vorher den Einstufungstest für die nächste CEF-Stufe ausfüllen?

**Ab 76 Punkten:**

Ihre Kenntnisse auf Niveaustufe A1 des CEF sind gut.

Um Ihre Kenntnisse weiter zu festigen und evtl. vorhandene Wissenslücken zu schließen, empfehlen wir den Besuch eines Kurses, der mit der zweiten Hälfte des Kursbuches Business English For Beginners A1 anfängt.

**Unter 76 Punkten:**

In dieser Niveaustufe sind Sie noch unsicher. Wir empfehlen den Besuch eines Kurses, der mit dem Kursbuch Business English For Beginners (A1) anfängt.

Einstufungstest A1

**Lösungsblatt**

**1**

1. a
2. b
3. a
4. b

**2**

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

**3**

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

**4**

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

**5**

1. a

**6**

2. He's at lunch.

**7**

1. Can you give him a message, please?

**8**

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

**9**

1. am
2. meet
3. too
4. call
5. take
6. are

**10**

1. a
2. b
3. b
4. b

**11**

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

**12**

1. addresses
2. children
3. rooms
4. cities

**13**

1. a/b
2. a
3. b
4. a

**14**

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

**15**

1. correct
2. false
3. false
4. correct

**16**

1. b
2. a
3. b
4. b

**17**

1. ei\_reynolds@jill-web.com

**18**

1. false
2. false
3. correct
4. false

Einstufungstest A1

**19**

1. false
2. correct
3. false
4. false

**20**

1. a
2. c
3. b

**21**

1. a
2. d
3. d

**22**

1. false
2. correct
3. false
4. correct

**23**

**Dialogue 1**

1. was
2. Was
3. wasn't
4. was

**Dialogue 2**

1. Were
2. was
3. Were
4. weren't

**24**

1. 13
2. 5
3. 2004
4. 7

**25**

1. c
2. a
3. e
4. b
5. d / f
6. f / d

**26**

1. had
2. discussed
3. started
4. gave
5. had
6. didn't have

**27**

1. true
2. false
3. true
4. false

**28**

1. false
2. correct
3. correct
4. false

**29**

1. left
2. checked
3. ate
4. went
5. read

**30**

1. true
2. false
3. true
4. false