

Business Vocabulary Tests

www.wordsurfing.co.uk

The following **business vocabulary tests** can be used during lessons - or for self-study purposes.

Language trainers and schools are given permission to print out and duplicate the pages below – provided that they are made freely available to their own students only.

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Notes

- There are 30 tests in each series
- They are based on the business “graded word list” which can be downloaded from the above website
- Each test checks 20 business vocabulary items – with 4 items being tested at each of the 5 graded levels

Guidelines

- Start each test at Level 1 – and give yourself points for each of the words that you know *how to use*.
- Level 1 = 3pts.....Level 2 = 4pts.....Level 3 = 5pts.....Level 4 = 6pts.....Level 5 = 7pts
- Circle your score in each of the five levels – and then add them together to give your total score out of 100.
- Use a dictionary – and copy example sentences for any 3 unknown words from each test on the back of the sheet.
- Keep all of your tests in a file , check through them from time to time – and see how much you have improved.

Test 1

Level 1 0 / 3 / 6 / 9 / 12	Level 2 0 / 4 / 8 / 12 / 16	Level 3 0 / 5 / 10 / 15 / 20	Level 4 0 / 6 / 12 / 18 / 24	Level 5 0 / 7 / 14 / 21 / 28
vacancy board of directors handshake administration	mail order outsource potential market leader	partition dispense institutional investor defendant	sum up moonlight restraint prosper	forgery rights issue bonanza rolling contract

Date Total / 100

Business vocabulary tests are designed to

- take less than 5 minutes each
- remind learners of the importance of vocabulary development
- make learners aware of the usefulness of “graded word lists” - see also www.wordsurfing.co.uk for general vocabulary
- encourage learners to

- improve their vocabulary through regular practice and tests
- keep a file of completed tests
- use a good dictionary and write some example sentences
- see their own progress over time through their recorded results

Business Vocabulary Tests - Series 1

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Test 1

Level 1 0/3/6/9/12	Level 2 0/4/8/12/16	Level 3 0/5/10/15/20	Level 4 0/6/12/18/24	Level 5 0/7/14/21/28
vacancy board of directors handshake administration	mail order outsource potential market leader	partition dispense institutional investor defendant	sum up moonlight restraint prosper	forgery rights issue bonanza rolling contract

Date Total / 100

Test 2

Level 1 0/3/6/9/12	Level 2 0/4/8/12/16	Level 3 0/5/10/15/20	Level 4 0/6/12/18/24	Level 5 0/7/14/21/28
exact repayment place telephone	night shift multilingual conference print run	awareness enforce grand partly	alliance semi-skilled prejudice open-plan	bearish slush fund indigenous precedent

Date Total / 100

Test 3

Level 1 0/3/6/9/12	Level 2 0/4/8/12/16	Level 3 0/5/10/15/20	Level 4 0/6/12/18/24	Level 5 0/7/14/21/28
demand spam customer lend	task graph tycoon database	monopolist inbound effective break even	new issue insider dealing door to door productivity	limbo turnaround coffers gravy train

Date Total / 100

Test 4

Level 1 0/3/6/9/12	Level 2 0/4/8/12/16	Level 3 0/5/10/15/20	Level 4 0/6/12/18/24	Level 5 0/7/14/21/28
improve organise cheque improvement	performance insurance certificate parliament scheme	dismiss irregular listed company inflated	recognition repossess retreat loan shark	retrospective bail obligation duress

Date Total / 100

Test 5

Level 1 0/3/6/9/12	Level 2 0/4/8/12/16	Level 3 0/5/10/15/20	Level 4 0/6/12/18/24	Level 5 0/7/14/21/28
language product key address	case prospect franchisee programme	pricey commute division hold-up	pro-active full capacity coverage legacy	glitch volatile arrears insubordination

Date Total / 100

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Test 6

Level 1 0/3/6/9/12	Level 2 0/4/8/12/16	Level 3 0/5/10/15/20	Level 4 0/6/12/18/24	Level 5 0/7/14/21/28
fly forget mile host	burglar alarm replace satisfy formula	gamble claimant entry fee consulate	setback multiskilling deductible residential	dilute deregulate embezzle appreciate

Date Total / 100

Test 7

Level 1 0/3/6/9/12	Level 2 0/4/8/12/16	Level 3 0/5/10/15/20	Level 4 0/6/12/18/24	Level 5 0/7/14/21/28
dealer make contract payable	net interest join floor router	bet cold call provide peak	remuneration package terminate unanimous pitch	steamroll white knight conviction deregulation

Date Total / 100

Test 8

Level 1 0/3/6/9/12	Level 2 0/4/8/12/16	Level 3 0/5/10/15/20	Level 4 0/6/12/18/24	Level 5 0/7/14/21/28
megastore assistant leisure manage	achieve former pack respect	overstock drawback bargaining power counsellor	top-of-the-range venture capital revise block	sabbatical lure flawed designate

Date Total / 100

Test 9

Level 1 0/3/6/9/12	Level 2 0/4/8/12/16	Level 3 0/5/10/15/20	Level 4 0/6/12/18/24	Level 5 0/7/14/21/28
increase fire report price	redevelop disaster position destination	inner city deposit account achievement centralise	manpower seal mediate opportune	vary counterpart escalation stint

Date Total / 100

Test 10

Level 1 0/3/6/9/12	Level 2 0/4/8/12/16	Level 3 0/5/10/15/20	Level 4 0/6/12/18/24	Level 5 0/7/14/21/28
tax multiply leaflet online	permit deduct cyberspace telephone banking	carriage crisis management lessor faith	remortgage revitalise impact prohibit	forklift fleece brainstorm tertiary

Date Total / 100

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Test 11

Level 1 0/3/6/9/12	Level 2 0/4/8/12/16	Level 3 0/5/10/15/20	Level 4 0/6/12/18/24	Level 5 0/7/14/21/28
password reply strategy gate	receipt demonstration subtract remove	docks inclusion insertion cause	seconds prosperity flexible oversubscribed	expropriate corner the market knight demarcation

Date Total / 100

Test 12

Level 1 0/3/6/9/12	Level 2 0/4/8/12/16	Level 3 0/5/10/15/20	Level 4 0/6/12/18/24	Level 5 0/7/14/21/28
image extra leave duty	chance airmail postage candidate	memorandum legislation blockbuster reach	surplus capitalisation nominee tax bracket	adhere plough discharge surety

Date Total / 100

Test 13

Level 1 0/3/6/9/12	Level 2 0/4/8/12/16	Level 3 0/5/10/15/20	Level 4 0/6/12/18/24	Level 5 0/7/14/21/28
designer excite expect open	corporation proposal schedule retire	legitimate attract bonus container ship	magistrate labour relations exclusion recipient	clout grant benchmark bent

Date Total / 100

Test 14

Level 1 0/3/6/9/12	Level 2 0/4/8/12/16	Level 3 0/5/10/15/20	Level 4 0/6/12/18/24	Level 5 0/7/14/21/28
condition journalism representative ticket	recognise long-range apply resource	housing benefit negative cash flow automation initialise	cease mixed trading circulate in the loop	paper chase tally ratify roaring

Date Total / 100

Test 15

Level 1 0/3/6/9/12	Level 2 0/4/8/12/16	Level 3 0/5/10/15/20	Level 4 0/6/12/18/24	Level 5 0/7/14/21/28
limit interpreter copyright chairwoman	resign data bank examination lift	inflow landmark certify attendance	allocate mileage territory interim accounts	deferment white goods connoisseur incalculable

Date Total / 100

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Test 16

Level 1 0/3/6/9/12	Level 2 0/4/8/12/16	Level 3 0/5/10/15/20	Level 4 0/6/12/18/24	Level 5 0/7/14/21/28
prize room telephone number rest	overdrawn inflation bargain dealership	current account concern box office jumbo	hype tax break soft sell extravagant	fall guy indict grievance incidence

Date Total / 100

Test 17

Level 1 0/3/6/9/12	Level 2 0/4/8/12/16	Level 3 0/5/10/15/20	Level 4 0/6/12/18/24	Level 5 0/7/14/21/28
incoming secretary printing cost	proposition labour force hierarchy shift	creditor billboard fund raising publish	multitasking debt relief investigative judicial	actuary tenancy residual flutter

Date Total / 100

Test 18

Level 1 0/3/6/9/12	Level 2 0/4/8/12/16	Level 3 0/5/10/15/20	Level 4 0/6/12/18/24	Level 5 0/7/14/21/28
city cv port pound	pad incentive maximum direct mail	majority stake availability occupational goodwill	deduction indebted variable background	trade-off defraud unilateral call option

Date Total / 100

Test 19

Level 1 0/3/6/9/12	Level 2 0/4/8/12/16	Level 3 0/5/10/15/20	Level 4 0/6/12/18/24	Level 5 0/7/14/21/28
work colleague full-time electricity	founder resignation institution purchasing	cursor accountancy discrimination disposable income	gazette prosecute reconstruction money laundering	greenback prevail rundown inhibit

Date Total / 100

Test 20

Level 1 0/3/6/9/12	Level 2 0/4/8/12/16	Level 3 0/5/10/15/20	Level 4 0/6/12/18/24	Level 5 0/7/14/21/28
entry offer finish airport	appointment Footsie zone excluding	pioneer credentials marginal limitation	assess perk depressed short-handed	leverage visibles beneficiary surcharge

Date Total / 100

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Test 21

Level 1 0/3/6/9/12	Level 2 0/4/8/12/16	Level 3 0/5/10/15/20	Level 4 0/6/12/18/24	Level 5 0/7/14/21/28
introduce taxpayer boardroom reminder	adviser budget survey job seeker	fifty-fifty custom-made exceed commit	red tape cash and carry freehold wager	incompetence savvy reinstate discrepancy

Date Total / 100

Test 22

Level 1 0/3/6/9/12	Level 2 0/4/8/12/16	Level 3 0/5/10/15/20	Level 4 0/6/12/18/24	Level 5 0/7/14/21/28
vacancy population traffic desk	direct marketing showroom cash machine exchange rate	healthy planning permission establishment analysis	valuables lodge free enterprise optimistic	stranglehold hardball conglomerate procure

Date Total / 100

Test 23

Level 1 0/3/6/9/12	Level 2 0/4/8/12/16	Level 3 0/5/10/15/20	Level 4 0/6/12/18/24	Level 5 0/7/14/21/28
website sell hardware diner	volunteer life insurance equal opportunities mine	digit free market job lot expertise	fire-fighting symbol leading edge speciality	harassment consensus flagship troubleshooter

Date Total / 100

Test 24

Level 1 0/3/6/9/12	Level 2 0/4/8/12/16	Level 3 0/5/10/15/20	Level 4 0/6/12/18/24	Level 5 0/7/14/21/28
bank manager safety labour organisation	niche jobless coupon expenses	pay off ethical amateur domestic	cash box fictitious orchestrate rock bottom	tenement misappropriate copycat gimmick

Date Total / 100

Test 25

Level 1 0/3/6/9/12	Level 2 0/4/8/12/16	Level 3 0/5/10/15/20	Level 4 0/6/12/18/24	Level 5 0/7/14/21/28
get office quiet move	discounter e-commerce transaction courier	multimillionaire accused subject privatise	freefall deteriorate subsidy prospective	killing consensual litigate bogus

Date Total / 100

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Test 26

Level 1 0/3/6/9/12	Level 2 0/4/8/12/16	Level 3 0/5/10/15/20	Level 4 0/6/12/18/24	Level 5 0/7/14/21/28
manageress part-time salesperson reward	retail quarterly applicant leaseholder	fold margin caution diagram	solvent reserves subscribe labour-intensive	dodge grind hard up litigation

Date Total / 100

Test 27

Level 1 0/3/6/9/12	Level 2 0/4/8/12/16	Level 3 0/5/10/15/20	Level 4 0/6/12/18/24	Level 5 0/7/14/21/28
executive employee pension fund businessman	regional operator itemise generation	federation ledger natural resources mass production	simulation stability sequential predecessor	spree rip-off extrapolate subsistence

Date Total / 100

Test 28

Level 1 0/3/6/9/12	Level 2 0/4/8/12/16	Level 3 0/5/10/15/20	Level 4 0/6/12/18/24	Level 5 0/7/14/21/28
landlord medicine fast opportunity	custom harbour real estate minimum wage	living wage bookkeeper liberal human resources	aggregate assurance shelf life foot the bill	stockbroker tariff invisibles closed shop

Date Total / 100

Test 29

Level 1 0/3/6/9/12	Level 2 0/4/8/12/16	Level 3 0/5/10/15/20	Level 4 0/6/12/18/24	Level 5 0/7/14/21/28
current enquirer advertise bank holiday	possession handle regular fixed assets	compensation idle full board attachment	blackmail pack up mint racial harassment	harass exponential propensity malinger

Date Total / 100

Test 30

Level 1 0/3/6/9/12	Level 2 0/4/8/12/16	Level 3 0/5/10/15/20	Level 4 0/6/12/18/24	Level 5 0/7/14/21/28
percentage risk dictation business card	front office instalment convention flat	formulate buyout import quota withdraw	flexitime immobilise subsidiary operational	lightning strike hedge exorbitant composite

Date Total / 100