

Minitest

Inglês II
12 April 2010

A. Vocabulary (2.5 points)

The following sentences were taken from *The Guardian*. Complete each space with a suitable word or expression. The first letter(s) and a paraphrase of the meaning are given. You will need to conjugate a verb, and/or may need to add a preposition.

1. Employers are also realising that the cut backs, **r.....** and recruitment freezes that were a necessity last year have left many companies lacking in staff who have the accounting and finance skills required to now drive them to their future directives — hence an expected upsurge in recruitment activity, as seen in recent research by recruitment consultants [Robert Half and Associates](#) and [Badenoch and Clark](#).

(layoffs)

23 Mar 2010

2. My time is divided between consulting for third parties and working on my own projects. If I'm consulting during the day I'll usually work **o.....** with a client.

(at the location of the company offices or factory) 7 Dec 2009

3. Commercial awareness, strong **c.....** **s.....** and technical management accounting skills are among the characteristics most in demand, along with expertise in reporting and forecasting and a high degree of competency in risk management.

(ability to interact with other people)

23 Mar 2010

4. **A.....** the university have shot up by 12% to more than 17,000.

(Formal requests [to study at])

22 Mar 2010

5. Her [Kate Bonsall's] findings, published last month by the Institute of Work Psychology at the University of Sheffield, suggest that **h.....** makes workers feel less connected to their team, and both less able and less motivated to share knowledge with their colleagues.

(the practice of not having a permanent desk but finding one on arrival at work)

16 Feb 2008

B. Writing (12.5 points)

Choose **one** of the jobs advertised on pages 3 and 4, and write the application letter that would accompany your CV. Assume that the letter would be sent as a Word attachment. Do not invent qualifications or experience that you have not had. (max. 1½ page) Your letter will be marked on relevance of content, control of the genre, appropriacy and range of structures and vocabulary, and grammatical accuracy.

C. Reading Comprehension (5 points)

Read the following text.

In search of the perfect sign-off

By Lucy Kellaway

- 1 I have recently moved jobs from a fairly traditional bank to a much less formal commercial bank where the friendly approach to business is encouraged. In most regards, I feel I am settling in well, but I still feel that the tone of my e-mails is not quite right. I'm looking for an e-mail sign-off that can be used in office correspondence, is brief (perhaps one word), which is less formal than "Regards" but is not over-friendly as in "Cheers" or "Best" etc. Any suggestions?

Banker, male, 46

Lucy's answer

- 10 It used to be quite simple. "Yours faithfully" went with "Dear Sir", and "Yours sincerely" with "Dear Mr x". But now, 10 years after e-mail became the preferred tool for business communications, there is still no agreement on how to say goodbye. Recently, I counted 100 e-mails sent to me and found 35 different ways of signing off. Of **these**, 30 were trying to be friendly, and all were annoying in different ways.

- 15 The first problem came from trying to sound warm. "Take care" and "Warmest regards" ooze insincerity, though are better than "Warmly", which is soppy and leaves me feeling distinctly chilly. The next failed attempt at friendliness involves striking a matey note. "Cheers" and "Catch you later" sound more sloppy than soppy – and dim, too. Worse than mateyness is cheeriness – usually signalled by an exclamation mark, which should have no place in e-mails, especially not at the end. "Have a good one!"; "All the best!"; "Enjoy the weekend!" are sloppy, dim and grating. Less dim, but no less misguided, are abbreviations. **These** achieve some informality, but at the cost of being insulting by implying that the writer can't be bothered to make a couple of additional keystrokes. "BR", which is distressingly popular, still means British Rail to me. "Rgds" is hideous, and "HTH" (hope that helps) does not help at all. One reader has written in recommending you sign off "Yrs Ev". I wish I could be confident he was joking.

- 25 The two most popular "friendly" e-mail sign-offs are "Thanks" and "Best". **The first** is acceptable if there is something to be thankful for, but in most e-mails this is not the case. And the second is never all right as it makes one wonder: best what?

- 30 The reason it is so difficult to find a friendly e-mail sign-off is that the starting point is wrong. Work e-mails are not meant to be friendly, as **they** are not written to friends. Instead, they should be clear and polite and, above all, short or else no one will get as far as the sign-off anyway. For years I have adopted the following rule. For people outside the company, I write "Best wishes". For those inside, I simply write my name.

The Financial Times 12 January 2010

Decide whether each statement is TRUE or FALSE.

1. Lucy Kellaway believes informality in office correspondence to be appropriate.
2. In his previous job the banker was used to writing formal emails.
3. Conventions regarding the close of e-mails are still evolving.
4. Lucy Kellaway implies that most e-mails tend to be written in an informal style.
5. Lucy Kellaway likes informality in work-related e-mails.
6. If you use abbreviations in the sign off, you suggest that the recipient deserves your full attention.

What do the following expressions (in **bold**) refer to?

7. these (line 12);
8. These (line 21);
9. The first (line 26);
10. they (line 30).

Graduate International Sales Executive - Global Markets

Employer: [GRADUATE RECRUITMENT COMPANY](#)

Posted: 17 Mar 2010

Reference: 63487

Contact: Claudia Heumann

Location: London

Industry: [Graduate - Business, finance & law](#)

[Graduate - Graduate schemes](#)

[Graduate - Sales](#)

Contract: Permanent

Hours: Full Time

Salary: £18000 - £25000 per annum + International Travel,

High OTE, Laptop

Graduate Trainee Sales Executive - Global Markets - London - £21k +

Are you interested in International current affairs? Do you have a passion for sales? Do you have the gravitas to sell to major industry players?

Your Profile

As a Graduate Trainee International Sales Executive - Global Markets you will have a 2:1 (or equivalent), in Economics, PPE, Business Studies, Finance, Politics, International Studies or similar. with a minimum of 3 B's at A'level. To become a successful Graduate Trainee Sales Executive - Global Markets we are looking for enthusiastic, independent and money motivated individuals looking for a challenging graduate role. As a successful applicant for this Graduate Trainee Sales Executive Global Markets position you will have a strong interest in international business/regional affairs. As a Graduate Trainee Sales Executive - Global Markets you will have excellent communication skills in English, with fluency in a second language being preferred but not essential (fluency in German, Polish, Arabic or Russian would be ideal).

The successful Graduate Trainee Sales Executive - Global Markets will be well presented and ready to make big money!

The Role

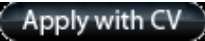
We require high-calibre graduates searching for a challenging and rewarding career in International Financial Sales. Based in central London office, you will be given a target area in which to generate new business, as well as being required to manage existing client portfolio and build client relationships.

You will get to hold meetings all over Europe/North America and can expect to have your all expenses trips abroad for up to 10-15 days per quarter. You will also attend regular meetings in the UK to generate sales and build client relations. Induction training is extremely thorough and regular training and support are at the heart of staff development.

The Company

Established in 1984, This London-based company is acknowledged as a leading provider of specialist news analysis, data and forecasts on political, economic, financial and industry developments across global emerging markets. A wholly independent company, they serve the information needs of decision-makers at leading multinational corporations, financial institutions and governments in more than 130 countries. Today, more than 400 of the Fortune Global 500 companies rely on their information and analysis. The company is very successful company, achieving growth rates of more than 25% pa. The company is known for recruiting and developing talented and individuals eager to prove themselves and make an impact on the market.

Don't miss out on this opportunity, send your CV to Claudia using the details below or call Claudia at the GRC on 02076123914

Apply using the following method: 

Corporate Investigative Researchers with Language Skills

Employer: [TFPL INTELLIGENT RESOURCES](#)

Posted: 26 Mar 2010

Reference: IR12291GU

Contact: Ivan Radulovic

Location: Greater London - Central London

Industry: [Consultancy](#)

Contract: Permanent

Hours: Full Time

Salary: to £32,000 per annum



Fantastic opportunities for Research Specialists with experience in corporate due diligence* and investigative casework.

We are looking for candidates with experience of researching business, public record and/or risk related information, ideally with experience of working in an international, cross border environment.

To apply, you should be confident of your research skills, inquisitive and an excellent problem solver. You could have picked up your experience so far through corporate/business risk, political research, law enforcement or journalism.

Key responsibilities include:

- Conducting comprehensive research using various sources
- Providing feedback on research findings and drafting reports for clients
- Preparing highly focused briefings for client meetings

The role is demanding, requiring analysis, a high degree of organisation and fluent communication skills but will offer plenty of opportunity to develop yourself and your career.

To apply for this role you must be able to demonstrate excellent research and analysis skills and have a basic understanding of financial information. Fluency in European languages (Spanish, Portuguese, Italian preferable), Arabic, Oriental languages such as Chinese is a must!

TFPL Intelligent Resources operates as both an employment agency and an employment business.

If you do not hear back from us within 2 working days, then unfortunately your application has been unsuccessful.

Apply using the following method: [Apply with CV](#)

* Due diligence is the process of investigation, performed by investors, into the details of a potential investment, such as an examination of operations and management and the verification of material facts.

Minitest Answers

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C. Reading comprehension (5 points)

1. False
2. True
3. True
4. True
5. False
6. False
7. the 35 different ways of signing off
8. abbreviations
9. 'Thanks' as a signing off
10. work e-mails