

Test: A

NACHNAME:	Vorname:
Matrikelnummer:	

ANTWORTBLATT

1		36	
2		37	
3		38	
4		39	
5		40	
6		41	
7		42	
8		43	
9		44	
10		45	
11		46	
12		47	
13		48	
14		49	
15		50	
16		51	
17		52	
18		53	
19		54	
20		55	
21		56	
22		57	
23		58	
24		59	
25		60	
26		61	
27		62	
28		63	
29		64	
30		65	
31		66	
32		67	
33		68	
34		69	
35		70	

EINSTUFUNGSTEST A

1. Lesen Sie die folgenden Sätze und wählen Sie aus A – B – C – D die korrekte Antwort aus. Schreiben Sie den entsprechenden Buchstaben auf das Antwortblatt (Nr. 1 – 10)

1. Is it a risk that's worth
A. to take B. taking C. to taking D. taken

2. This university was in 1960.
A. found B. funded C. finded D. founded

3. If you me that document earlier, it would have been helpful.
A. gave B. had given C. would give D. would have given

4. She has tasks to complete than the other employees.
A. lesser B. least C. fewest D. fewer

5. Welcome our company!
A. to B. in C. at D. for

6. It's time you a new briefcase. This one is falling apart.
A. buy B. should be C. bought D. must buy

7. The CEO suggested the AGM (annual general meeting) because of the high number of apologies.
A. adjourning B. to adjourn C. for adjourning D. adjourn

8. I'm thinking for the job in New York.
A. to apply B. for applying C. applying D. of applying

9. Would you mind the window? It's really hot inside.
A. to open B. of opening C. opening D. open

10. the bad weather forecast, we went on our works outing.
A. Although B. However C. Despite D. Even though

- 2. Lesen Sie den folgenden Text. In manchen Zeilen**
 - gibt es einzelne Wörter, die nicht in den Text gehören
 - fehlen einzelne Wörter
 - gibt es keinen Fehler

Schreiben Sie das überflüssige oder das fehlende Wort auf das Antwortblatt.

Wenn Sie keinen Fehler erkennen, machen Sie einen Haken neben der jeweiligen Nummer auf dem Antwortblatt. (✓)(Nr. 11 – 20)

Demanding customers

11. Demanding customers are certainly not new. What is new is their increasing number.
12. It can be argued that, to large extent, it is the explosion in the number of people
13. using the internet which has been primarily responsible for an increased customer frustration.
14. It seems that, if the speed of the Internet, and the number of cell phones, websites, and so on have increased customer expectations.
15. And when their expectations are not met, customers become quite demanding.
16. What do customers expect? Customers expect e-mails to be answered in a matter of hours, not for days.
17. Very often, they expect to be able to find the answers to their questions on a company websites.
18. Moreover, they also expect to be able to talk to a live customer service rep or when they want to,
19. since generally they would like their problems to be solved as quickly.
20. One thing it is certain: companies that want to survive in the future will have to address these issues quickly.

3. Lesen Sie den Text:

Millennial advice

COACHING: An older coach or mentor can give a young person advice based on years of experience. But more and more young professionals are turning to younger advisers — millennials like themselves.

Alice Stapleton is one of these millennial coaches. “I know what it’s like to be part of their generation and understand the pressures and challenges,” the 33-year-old told the *Financial Times*.

Fellow coach Smaranda Dochia, head of digital learning at the Association of Coaching, says that many young people are either looking for coaches or wanting to become coaches. “They prefer coaching to on-the-job training as it is more personalized,” Dochia comments.

Toronto-based coach Sarah Vermunt runs Careergasm, a consultancy that offers online courses as well as face-to-face coaching sessions. Vermunt says that millennials have high expectations.

“This group have grown up being told the world is their oyster and they can have pretty much anything if they put their mind to it,” she explains. “There’s an awful lot of pressure that comes along with being told you can do whatever you want. It can be paralysing.”

Alice Stapleton agrees. “We think we should be achieving what our parents did by that age — married with kids and a house by the age of 30. We set these goals and feel disappointed when we realize we’re nowhere near those milestones.”

American coach Ashley Stahl says that the recession showed many millennials how much the workplace has changed. The loyalty that their parents felt towards their companies — and vice versa — has disappeared. “We witnessed companies cutting employees of 40 years and learned to focus on oneself versus the organization,” Stahl explains. “Employee-employer trust was absolutely shaken and it’s triggered this heavier focus on oneself.”

Lesen Sie folgende Aussagen zum Text und schreiben Sie R für "richtig" und F für "falsch" auf das Antwortblatt. (Nr. 21 – 30)

21. Millennials are looking for advice from the older generation more and more.
22. People of the same generation find it difficult to understand the needs of their peers.
23. Coaching has become a desirable activity.
24. The expectations by the millennials themselves are not very high.
25. If you are always told that you can do anything you want, this becomes very empowering.
26. Despite the same effort, millennials don't manage to achieve the same goals as their parents.
27. The employment situation has changed during the last few years due to the recession.
28. The older generation used to work for the same company for many years or even a lifetime.
29. The millennials' parents' generation could trust their employers more than is the case today.
30. Employees are less self-focused today due to the changing job situation.

4. Lesen Sie die folgenden Sätze und wählen Sie aus A – B – C die richtige Bedeutung des fettgedruckten Ausdrucks aus. Schreiben Sie den jeweils richtigen Buchstaben auf das Antwortblatt. (Nr. 31 – 40)

31. Do you think the EU **is playing hardball with** the UK after Brexit?
A. is brutal and bullying
B. is hard and unfair
C. is tough and uncompromising
32. It was a **rush** job.
A. done without preparation
B. done with due care and attention
C. done in a hurry
33. There are rumours that the company is going to **downsize** due to the economic crunch.
A. reduce the number of staff
B. reduce salaries
C. reduce bonus payments
34. We need new ideas. It's time to **think outside the box**.
A. think about new business ideas
B. think unconventionally
C. think about outsourcing
35. If I had a **nine-to-five job** like you do, I'd have more time for my family and friends.
A. an easy-going job
B. a job with regular working hours
C. a job with regular overtime
36. Their start-up has become a **household name**.
A. a company that is well-known to the public
B. a company known for household appliances
C. a company that is supported by households
37. If sales continue to fall, the company will soon **go belly-up**.
A. go bankrupt
B. expand
C. downsize

38. Forget about the schedule and the budget for the moment. We need to focus on **the big picture**.
- A. the details
 - B. the whole situation
 - C. the image of the company
39. I don't need the details. Just give me a **ballpark figure**.
- A. an exact number
 - B. an idea
 - C. a rough estimate
40. I'm afraid they are going to **give him the sack** tomorrow. His work was obviously unsatisfactory.
- A. fire him
 - B. send him to a subsidiary
 - C. discipline him

5. Lesen Sie den folgenden Text und wählen Sie aus A – B – C – D die korrekte Zeit aus. Schreiben Sie den jeweiligen Buchstaben auf das Antwortblatt. (Nr. 41 – 50)

Office romances by Marlene Prost

Office romances may be on the wane -- although the prevalence of interoffice relationships vary, according to various polls. Sure, women and men **(41)** love in the office; after all, Americans **(42)** more than 40 hours a week at work. Almost half of us will date a co-worker at least once, and nearly one-quarter (22 percent) of office mates become permanent mates, according to the latest *Spherion Workplace Snapshot* survey of 1,391 adults, conducted by Harris Interactive. But, the number of workers who'd consider dating a co-worker **(43)** from 42 percent in 2005 to 36 percent in in the last few years, according to Spherion.

Today women in particular **(44)** love in the next cubicle: Only 28 percent are interested, compared with 43 percent of men. The reasons why aren't evident; maybe they'd rather hook up with strangers online. But it's not fear of losing their jobs: Only 30 percent of workers surveyed thought an office romance would hurt their career, compared to 41 percent last year.

Another survey, however, **(45)** a much-higher interest in finding a love interest at work. According to the 2008 *Harlequin Romance Report* of about 3,000 men and women, 57 percent of men and 61 percent of women admitted to having a crush on someone they work with. It also found that 65 percent of men and 56 percent of women made it official, starting a relationship with a co-worker.

"We **(46)** that an increasing number of employers acknowledge the potential for and existence of workplace dating, and have put measures in place to properly manage these relationships, including training workers and providing guidelines and written policies," says John Heins.

Surprisingly, nearly three-quarters (72 percent) of HR departments have no policy on office dating, according to the 2016 *Workplace Romance* survey. That survey also found that 40 percent of 408 employees queried **(47)** romantically at work. Most HR executives aren't interested in gossip and they don't want to interfere with anyone's love life. But they **(48)** legitimately concerned with the potential for a sexual-harassment claim when a relationship between a supervisor and subordinate goes sour.

A typical HR policy should address what to do when a relationship involves two persons in the same managerial unit, and what **(49)** if they were transferred, says Heins. "If you imagine it turning into marriage, the company may have policies about working in the same department or the same business unit. If it **(50)** limitations for career advancement, the employees will want to know ahead."

- | | | | |
|--------------------------|-----------------------|---------------------|-----------------------------|
| 41. A. always will find | B. will always find | C. find always | D. are always going to find |
| 42. A. spend | B. are spending | C. spent | D. are going to spend |
| 43. A. was dropping | B. had dropped | C. dropped | D. has dropped |
| 44. A. isn't looking for | B. aren't looking for | C. doesn't look for | D. won't look for |
| 45. A. has found | B. finds | C. was found | D. is finding |
| 46. A. are believing | B. believed | C. believe | D. were believing |
| 47. A. are involved | B. were involving | C. were involved | D. have been involved |
| 48. A. should be | B. must be | C. mustn't be | D. needn't be |
| 49. A. will happen | B. would happen | C. happens | D. is happening |
| 50. A. will create | B. is creating | C. creates | D. created |

6. Lesen Sie die folgenden Sätze und wählen Sie aus A – B – C – D die korrekte Antwort aus. Schreiben Sie den jeweiligen Buchstaben auf das Antwortblatt. Einige Sätze benötigen keine Präposition. (Nr. 51 – 60)

51. Could you explain?
- A. us the solution B. the solution us? C. the solution to us? D. for us the solution?
52. The members of the executive board discussed a possible solution.
- A. no preposition B. about C. over D. on
53. Our company succeeded winning the Environmental Award 2016.
- A. at B. in C. no preposition D. with
54. According to the survey, companies' spending temporary staff has fallen slightly this year.
- A. for B. from C. on D. in
55. Management reported a growth of alternative energy forms of 4% the third quarter of 2016.
- A. at B. for C. off D. on
56. The markets are suspicious the system's lack of transparency .
- A. of B. to C. over D. on
57. They all agreed that weak management was largely to blame the downfall of the company.
- A. with B. about C. for D. on
58. Young people need to develop a healthy respect money from an early age.
- A. about B. on C. to D. for
59. The government refuses to take responsibility the Greek debt problems.
- A. on B. about C. for D. of
60. The banks insisted being paid the interest on the loan.
- A. in B. on C. no preposition D. about

NACHNAME:

Vorname:

Matrikelnummer:

7. Hörübung: Sie haben 60 Sekunden Zeit, um sich die Aussagen zur Hörübung (61 – 70) durchzulesen. Nachdem Sie einen Text über Teambuilding (3:38) zwei Mal gehört haben, entscheiden Sie, ob die jeweilige Aussage richtig (R) oder falsch (F) ist und schreiben den jeweiligen Buchstaben in Ihr Antwortblatt. Dafür haben Sie nochmals 60 Sekunden Zeit.

61. An increase in profit and a decrease in costs are two of the goals of successful teams.
62. In effective teams the role of the individual can be neglected.
63. Pay, bonuses or perks are rewards for individual performance and not team performance.
64. Expectations of individual team members needn't be clarified.
65. Regular feedback is an important aspect of good team development.
66. Vince Lombardi, coach of a highly successful ice-hockey team in the US, came up with innovative ideas on team building in the 60s.
67. According to Vincent Lombardi it is important to have specific people who stand out in the team in order to lead to perfect team performance.
68. Vincent Lombardi said that a championship team is a team in which members look after each other.
69. Constant training, the knowledge of the basics of the job and discipline create good team spirit.
70. Companies should offer specific events and functions such as paintball games, motivational events, karaoke evenings or competitions in order to create a good atmosphere within the team.