



Model Answers for Practical Business English



FIRST LEVEL

Series 3 2002

(Code 1040)



Practical Business English First Level

Series 3 2002

How to use this booklet

Model Answers have been developed by LCCIEB to offer additional information and guidance to Centres, teachers and candidates as they prepare for LCCIEB examinations. The contents of this booklet are divided into 3 elements:

- (1) Questions – reproduced from the printed examination paper
- (2) Model Answers – summary of the main points that the Chief Examiner expected to see in the answers to each question in the examination paper, plus a fully worked example or sample answer (where applicable)
- (3) Helpful Hints – where appropriate, additional guidance relating to individual questions or to examination technique

Teachers and candidates should find this booklet an invaluable teaching tool and an aid to success.

The London Chamber of Commerce and Industry Examinations Board provides Model Answers to help candidates gain a general understanding of the standard required. The Board accepts that candidates may offer other answers that could be equally valid.

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Read the following sentences and choose the correct answer. Do not write your answer in the space. Answer the question by ticking the correct box on your answer sheet.

- 11 Business is bad. We will have to sell these books a loss.
A) with B) in C) at D) for
- 12 Would you like to order some books your shop?
A) on B) by C) for D) to
- 13 Many of our best customers live your city.
A) at B) in C) through D) with
- 14 They like to see new books display.
A) on B) at C) in D) by
- 15 Could you take some books..... you today?
A) with B) for C) on D) up
- 16 I need to send this order train.
A) on B) through C) for D) by
- 17 What time did you get this morning?
A) at B) for C) up D) to
- 18 Are you happy this new machine?
A) for B) with C) by D) from
- 19 I would like to fly London to New York.
A) with B) in C) out D) from
- 20 Shall I make a booking you?
A) on B) from C) for D) to

- 21 Make I get an early flight.
A) shore B) sore C) sure D) shaw
- 22 Can you arrange for a to take me to the airport?
A) taxis B) taxi C) taxes D) tax
- 23 I don't want to be and miss the plane.
A) delay B) late C) lay D) latter
- 24 You can come and goodbye to me.
A) make B) give C) wavy D) say
- 25 My family will be there
- A) to B) two C) too D) tow
- 26 What is my first meeting in New York?
A) times B) time C) hours D) ours
- 27 Will anyone be there to me when I arrive?
A) meat B) great C) meet D) grit
- 28 I need to know the and telephone number of the hotel.
A) identity B) dress C) undress D) address
- 29 This order must be delivered today. It is very
- A) urging B) urgent C) emergent D) emerging
- 30 Would you like me to it by post?
A) patch B) sand C) despatched D) send
- 31 Do you mind how it costs?
A) more B) much C) many D) big

- 32 No. important to get it there as soon as possible.
 A) She's B) It's C) They're D) I'm
- 33 I haven't got time to do it myself. Shall I ask a?
 A) colleague B) college C) league D) collect
- 34 I would you to do it yourself, please.
 A) preferred B) liked C) prefer D) lick
- 35 We also have to these bills.
 A) pay B) pie C) pea D) play
- 36 I will them to the Finance Department.
 A) pose B) pass C) place D) put
- 37 They will with them tomorrow.
 A) dealt B) dole C) dill D) deal
- 38 Please keep for our file.
 A) cops B) kopjes C) copies D) copy
- 39 When do you your holiday?
 A) make B) have C) took D) taking
- 40 Why do you to know ?
 A) won't B) want C) needed D) wishes
- 41 I had a telephone with him last week.
 A) conversion B) conversation C) conkers D) chatted
- 42 Are you in this country or going abroad?
 A) taking B) stay C) take D) staying

- 43 We haven't decided We will need to think about it.
A) soon B) yeti C) yet D) if
- 44 I can recommend a good agent.
A) traveller B) travel C) travail D) travelled
- 45 My wife works in the tourist
- A) industry B) industrial C) agent D) deportment
- 46 Is it a idea to go in August?
A) best B) worst C) well D) good
- 47 That's an question.
A) interrupt B) interesting C) intestine D) interested
- 48 I am so I feel I need a holiday now.
A) tire B) stress C) tired D) tried
- 49 I think we all feel the
- A) some B) same C) sum D) similar
- 50 Will you me for a drink on the way home?
A) joint B) come C) join D) taking

Answer Sheet

Answer the questions by putting a tick in the correct box as shown in the examples below.

NOTE

For questions 1 to 10 there is a choice of 2 answers only.

For questions 11 to 50 there is a choice of 4 answers.

EXAMPLES only

Question 1

The sun is setting.

Is it (A) morning or (B) evening?

The correct answer is B so tick the B box for Question 1 as shown.

QUESTION	A	B	C	D
1		✓		

Question 11

The letter yesterday

A) come B) comes C) came D) coming

The correct answer is C so tick the C box as shown.

QUESTION	A	B	C	D
11			✓	

WRITE YOUR ANSWERS HERE				
QUESTION	A	B	C	D
1				
2				
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10				
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Model Answer Sheet

WRITE YOUR ANSWERS HERE				
QUESTION	A	B	C	D
1	✓			
2		✓		
3		✓		
4		✓		
5		✓		
6	✓			
7	✓			
8	✓			
9		✓		
10	✓			
11			✓	
12			✓	
13		✓		
14	✓			
15	✓			
16				✓
17			✓	
18		✓		
19				✓
20			✓	
21			✓	
22		✓		
23		✓		
24				✓
25			✓	
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27			✓	
28				✓
29		✓		
30				✓
31		✓		
32		✓		
33	✓			
34			✓	
35	✓			
36		✓		
37				✓
38			✓	
39		✓		
40		✓		
41		✓		
42				✓
43			✓	
44		✓		
45	✓			
46				✓
47		✓		
48			✓	
49		✓		
50			✓	

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