



**SERIES 3 EXAMINATION 2002**  
**PRACTICAL BUSINESS ENGLISH**

(Code No: 1040)

TUESDAY 11 JUNE

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***Instructions to Candidates***

- (a) *The time allowed for this examination is 1 hour.*
  - (b) *Please complete all your answers to this question paper on the Practical Business English answer sheet. Do not write on this question paper.*
  - (c) *At the end of the examination give the question paper and the answer sheet to the Invigilator for return to LCCI Examinations Board for marking.*
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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 FOR THE LCCIEB PRACTICAL BUSINESS ENGLISH EXAMINATION**

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
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