

študijný odbor: 6317 M 74 obchodná akadémia – bilingválne štúdium

Part 1

Reading

(10 points)

Communication

Human communication has some historical development. In the past, humans exchanged their thoughts through sounds, facial expressions, gestures and body. Later on, there were pictures, signs and finally letters for giving information.

But communication is still the act of exchanging thoughts, ideas, messages or information between senders and receivers. Speakers send a message to their listeners who encode its meaning and then react to it. We communicate when we talk, listen, read, write, send signals or even look at something or something with interest.

Many companies provide their employees with special communication training to increase their employees' negotation skills. The courses train their participants how to give clear messages, listen to each other, control the speed of speech, use the voice and body language.

There are two forms of communication: written and oral. The written form of communication requires a precise choice of words, correct grammar and a specific writing style. Speaking does not require as much concentration as the written form does. There is important: face, expression, eye contact, gestures etc. The main role of non-verbal communication is to keep the interest of listeners and support explanation. There are also special types of communication for disabled people: Braille for blind people and sign language for deaf people.

V nasledujúcej tabuľke doplň podľa prečítaného textu, ktorá veta je pravdivá (T -true) a ktorá nie je pravdivá (F - false). Do stĺpca odpoveď napíš T alebo F. Ak sa pomýliš, písmeno prečiarkni a napíš vedľa druhé.

č.	veta	odpoved'	body
1.	The purpose of communication is to exchange information.		
2.	Firms provide trainings of communication skills for their employees.		
3.	The oral form of communication is non-written form of it.		
4.	The correct grammar has the same importance for written and oral communication.		
5.	Braille is the type of letter for deaf people.		

Part 23x Grammar in Use

(15 points)

Z každej vety vyber vždy len jednu z možností. Svoju odpoveď napíš do stĺpca odpoveď ako písmeno A, B alebo C. Ak sa pomýliš, písmeno prečiarkni a napíš iné.

č.	text vety		odpoved'	body
6.	Moneya great impact on A) have B) has	r people. C) provide		
7.	If bank lends money, somebody A) gets B) lose			
8.	Wepay for goods and ser A) borrow B) can	vices in cash or by bank card. C) must		
9.	Some peopletheir meA) canB) give	-		
10.	Internet bankingthe horizontalA) mightB) is	ttest way of payment system. C) are		
11.	I we get there on time. A) was hoping B) hope			
12.	If I'd listened to his adv A) hardly B) only			
13.	Although he finds biology difficu A) is making B has bee	• • •		
14.	I make a decision. A) does not B) have to	o C) had		
15.	He her I agreed. A) told B) tells	C) have told		

16.		meyouseemeI B) were	wearing glasses. C) won't be	
17.	We live A) had	in a wonderful h B) used to		
18.	Have you ever A) have	B) were	•	
19.	You be A need	very proud of y B) has	vour children. C) must	
20.	She st A) might	udying English B) may	for 9 years. C) has been	

Part 3Mini business vocabulary(5 points)

Každú vetu si pozorne prečítaj a vyber vždy len jednu z možností. Svoju odpoveď napíš do stĺpca odpoveď ako písmeno A, B alebo C. Ak sa pomýliš, písmeno prečiarkni a napíš iné.

č.	text vety	odpoved'	body		
21.	Bank financial services for people.				
21.	A) take B) get C) provide				
22.	The are neccesary for living.				
22.	A) risks B) loss C) earnings				
23.	If we need money, the bank may give us a loan.				
23.	A) to make B) to borrow C) to use				
24.	Why does money matter so much in people's?				
24.	A) life B) opinion C) lives				
25.	Nowadays, you can simplya cash machine.				
25.	A) make B) use C) do				