

University of Mohammed Seddik Ben Yahia- Jijel
Faculty of Economics sciences, Commercials and Management sciences
Department of Finance and Accounting sciences
First year Master LMD: In-depth Collection
Duration: 1h 30mn

Name:
Surname:
Group:
Final mark: .../15

First Semester Exam in English

Exercise 1: read the following statements carefully, then use true or false (correct the wrong ones) (03.p)

- 1) Incentive plan helps people to save money for when they retire from work (**False**) 0.5
Pension plan helps people to save money for when they retire from work 0.5
- 2) The mediation process is said to be with prejudice (**False**) 0.5
The mediation process is said to be without prejudice 0.5
- 3) A mortgage is the repayment of money borrowed to buy a house (**True**) 0.5
- 4) Profits is the different between revenue and expenses (**True**) 0.5

Exercise 2: Complete this text with words or expressions below. (4.p)

under- writing-obligations - reward-signed -offer -agreement-intention -consideration -
verbally - seal-accepted

A contract can be defined as 'an **agreement** (0.25) between two or more parties to create legal **obligations** (0.25) between them'. Some contracts are made '**under** (0.25) **seal** (0.25) ': in other words, they are **signed** (0.25) and sealed (stamped) by the parties involved. Most contracts are made **verbally** (0.25) or **in writing** (0.25). The essential elements of a contract are: (a) that an **offer** (0.5) made by one party should be **accepted** (0.25) by the other; (b) **consideration** (0.5) (the price in money, goods or some other **reward**, paid by one party in exchange for another party agreeing to do something); (c) the **intention** (0.5) to create legal relations.

Exercise 3: In the following sentences and paragraphs, one of the words in each of the word pairs in **bold** is wrong and one is right. Underline the most appropriate word in each case. (05.p)

Paragraph 1: An unhappy workforce should be easy for a good manager to spot. Basically, if staff (1) **turnover**(0.25) /**turnaround** is high and staff (2) **detention** / **retention**(0.25) is low, (3) **conflict** (0.25) / **conscript** situations are frequent, there is frequent staff (4) **absenteeism**(0.25) / **abstention**, poor (5) **timeserving** / **timekeeping**(0.25) and (6) **misconduct** (0.25) / **misconception** in the workplace, if (7) **moral** / **morale**(0.25) seems generally low and if there is often the threat of (8) **industrial**(0.25) / **industrious** action, it is time to act. The first thing to do is to (9) **counsel** (0.25) / **council** employees and try to establish the cause of their (10) **grievances** (0.25) / **grief**.

Paragraph 2: We would like to point out that there have been several (1) **breaches** (0.25) / **beaches** of the company's 'No smoking' policy. We also have proof that several factory floor workers have been (2) **neglecting** (0.25) /**negotiating** their duties, and there have also been several incidences of (3) **insurrection** /**insubordination** (0.25) towards senior managers and intentional (4) **damning** / **damage** (0.25) of company property. If this happens again, those responsible will be taken before a (5) **disconcerting** / **disciplinary** (0.25) (6) **broad** / **board** (0.25) and could face (7) **instant** (0.25) / **instance** (8) **dismal** / **dismissal** (0.25). We would like to stress that the company has a (9) **nil-tolerant** / **zero tolerance** (0.5) policy towards those who misbehave or break the rules.

Exercise 4: complete the following table. (03.p)

Formal word	Informal word
Awaiting (0.5)	Waiting for
Appointed	Chose (0.5)
Assist (0.5)	Help
specify	Stated clearly (0.5)
Assessed at (0.5)	Calculated to be
Award	Give (0.5)

☺ GOOD LUCK