

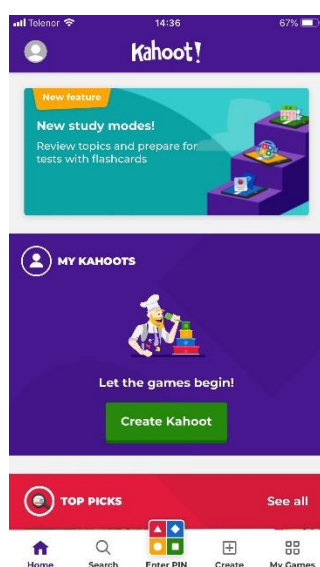
## **BUSINESS ENGLISH COLLOQUIUM RULES AND STEPS**

Dear Students,

You **MUST** follow these steps and rules in order to successfully participate in Business English Grammar colloquium:

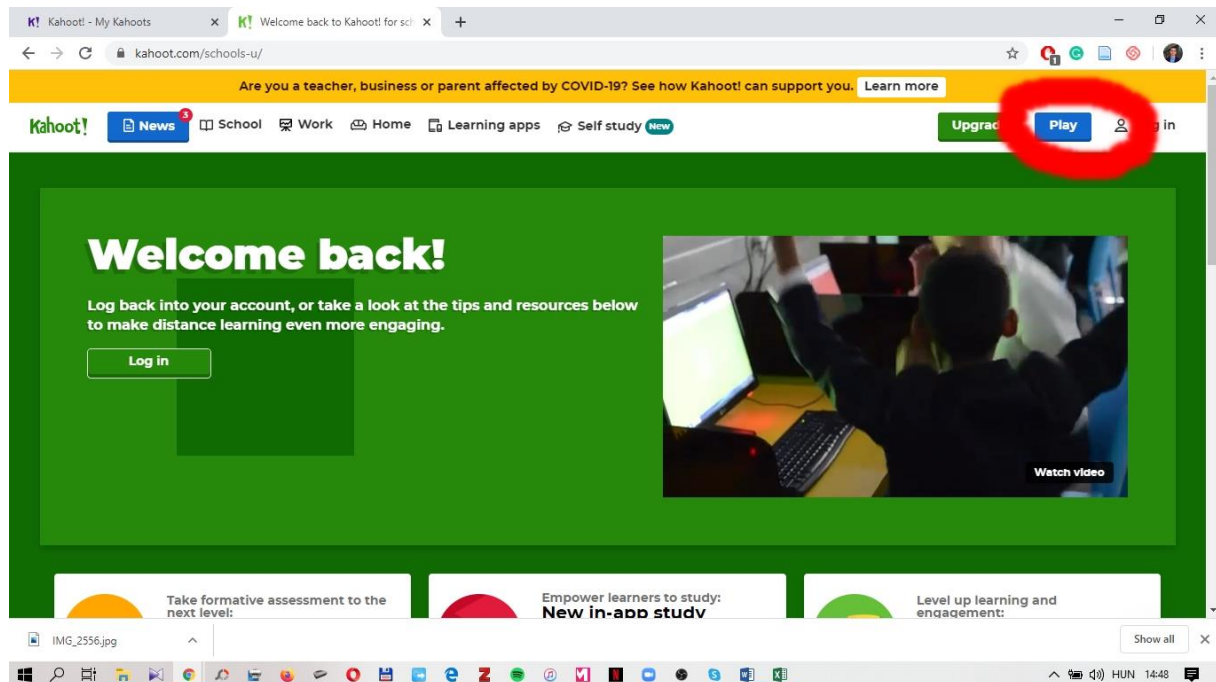
- **First step:** I will send you the required ZOOM invitation (3 minutes before the indicated dates). You **MUST** join the ZOOM conference. You must create an account if you have not created an account yet.
- **Second step:** I will share my computer screen with you and you will get the required PIN (kahoot) code in the ZOOM conference's chat.
- **Third step:** To successfully join the colloquium, you **MUST** either download the KAHOOT application on your phone OR use the official kahoot.com website. It's up to you!
- **RULES:** Please, DO NOT use nicknames when you join the colloquium! I will accept only your FULL NAME (it is not a problem if 1-2 letters are missing in your name). BUT you will get 0 points if you use a nickname! If you are not present at the start of the colloquium (10:35, 10:55, etc.), you will automatically get 0 points! **NO LATECOMERS!** You can get maximum 20 points for the colloquium (1 question = 1 point). YOU HAVE 30 SECONDS TO ANSWER 1 QUESTION! **YOU MUST GET MINIMUM 10 POINTS TO PASS THE COLLOQUIUM!**

Joining the colloquium through KAHOOT mobile phone application:



To successfully join the KAHOOT colloquium through the application, click on: **Enter PIN** and enter the required PIN code.

Joining the colloquium through kahoot.com website:



Click on the **(PLAY)** button and enter the required PIN code.

example questions:

PASSIVE VOICE

1. These offices \_\_\_\_\_ every day by the cleaning crew.
  - a. are being cleaned
  - b. are cleaned
  - c. have been cleaned
  - d. is not cleaned
2. Since the early 1910s, the traditions in our family \_\_\_\_\_ from generation to generation.
  - a. are going to be passed down
  - b. were being passed down
  - c. were passed down
  - d. have been passed down
3. Many new species of plants \_\_\_\_\_ in the Pacific Ocean last year.
  - a. are found
  - b. have been found
  - c. were found
  - d. founded
4. Your exam results \_\_\_\_\_ by the professor right now.
  - a. is reviewed
  - b. had been reviewed
  - c. was reviewed

- d. are being reviewed
5. These jobs \_\_\_\_\_ by my friend.
- a. are being done
  - b. is done
  - c. will be done
  - d. did
6. Five hundred people \_\_\_\_\_ at this company at the moment.
- a. is employed
  - b. have been employed
  - c. are employed
  - d. are being employed
7. The contract \_\_\_\_\_ yet.
- a. have been signed
  - b. has been signed
  - c. has not been signed
  - d. is not signed
8. Choose the correct sentence:
- a. These offices are being cleaned every day.
  - b. These offices are cleaned every day.
  - c. These offices have been cleaned every day.
  - d. These offices is not cleaned every day.
9. Choose the correct sentence:
- a. Dinner was being served at this hotel every night.
  - b. Dinner had been served at this hotel every night.
  - c. Dinner were served at this hotel every night.
  - d. Dinner is served at this hotel every night
10. Choose the correct sentence:
- a. The new document was not being printed yet.
  - b. The new document was being printed yet.
  - c. The new document has not being printed yet.
  - d. The new document has not been printed yet.
11. Choose the correct sentence:
- a. Mobile phones were used all over the world.
  - b. Mobile phones are used all over the world.
  - c. Mobile phones are going to be used all over the world.
  - d. Mobile phones wasn't used all over the world.
12. Choose the correct sentence:
- a. The perfect worker found to take on this difficult job.
  - b. The perfect worker has been found to take on this difficult job.
  - c. The perfect worker was found to take on this difficult job.
  - d. The perfect worker is found to take on this difficult job.
13. Choose the correct sentence:
- a. These computers are used by the engineers this moment.
  - b. These computers were used by the engineers this moment.
  - c. These computers are being used by the engineers this moment.
  - d. These computers is being used by the engineers this moment.
14. Choose the correct sentence:
- a. An important discovey was made this week.

- b. An important discovery was being made this week.
  - c. An important discovery had been made this week.
  - d. An important discovery has been made this week.
15. Rewrite the following sentence in Passive: They clean these offices every day.
- a. These offices are being cleaned every day.
  - b. These offices are cleaned every day.
  - c. These offices have been cleaned every day.
  - d. These offices is not cleaned every day.
16. Rewrite the following sentence in Passive: Eric is filling in the holiday application forms.
- a. The holiday application forms are filled in by Eric.
  - b. The holiday application forms is being filled in by Eric.
  - c. The holiday application forms have been filled in by Eric.
  - d. The holiday application forms are being filled in by Eric.
17. Rewrite the following sentence in Passive: You have purchased some expensive equipments.
- a. Some expensive equipments are purchased.
  - b. Some expensive equipments had been purchased.
  - c. Some expensive equipments has been purchased.
  - d. Some expensive equipments have been purchased.
18. Rewrite the following sentence in Passive: Delia Masters is going to buy these shares.
- a. These shares are being bought by Delia Masters.
  - b. These shares are going to being bought by Delia Masters.
  - c. These shares are going to be bought by Delia Masters.
  - d. These shares are bought by Delia Masters.
19. Rewrite the following sentence in Passive: They will not upload this material to the Internet.
- a. This material will not being uploaded to the Internet.
  - b. This material will not be uploaded to the Internet.
  - c. This material is not uploaded to the Internet.
  - d. This material is not being uploaded to the Internet.
20. Rewrite the following sentence in Passive: They stopped the production because of the crisis.
- a. The production was stopped because of the crisis.
  - b. The production had been stopped because of the crisis.
  - c. The production has stopped because of the crisis.
  - d. The production were stopped because of the crisis.
21. Rewrite the following sentence in Passive: They had cancelled the game.
- a. The game was cancelled.
  - b. The game had been cancelled.
  - c. The game had cancelled.
  - d. The game was being cancelled.

### BUSINESS LETTERS

1. Which business letter requires a polite and humble request?
  - a. Motivation Letter
  - b. Business Letter
  - c. Complaint Letter
  - d. Letter of Request
2. A phrase which asks the person receiving the email to contact you, is
  - a. Could you please contacting me
  - b. Please, contact me as soon as possible

- c. Just the answer this email, will you?
  - d. Are you contacting me?
- 3. How do you usually end a business letter in a more formal way?
  - a. Sincerely
  - b. Sincerely yours
  - c. Faithfully yours
  - d. Yours faithfully
- 4. What do you write in the main paragraph of a Motivation Letter?
  - a. your name
  - b. conclusion
  - c. your skills
  - d. closing remarks
- 5. Which of these must not be mentioned in a business letter?
  - a. information of the quality of the order
  - b. name of the firm
  - c. the mode of payment
  - d. with regards

If you have any questions, feel free to contact me!

GOOD LUCK!

Csaba Kukli