

GRAMMAR BASICS – ANSWER KEY

Task One: Ethics in corporate life

1	<p>Example 1 Ethical codes are very popular in business today</p>
Do not write here	
2	<p>Example 2 but companies don't know</p>
Do not write here	
3	
1. how to turn 2. these principles 3. into practice.	
4	
Over nine out of ten firms	
5	
4. now have a code 5. of business ethics	
6	
6. but because it is not implemented properly	
7	
7. most of them are 8. not very effective	
8	
9. One of the reasons for this is	

9	
	10. that companies don't provide
10	
	11. the necessary training for their staff
11	
	12. They find it 13. surprisingly difficult
12	
	14. to translate the standards 15. in their codes 16. into reality
13	
	17. or to produce materials
14	
	18. that employees can apply in their day to day work.

How to mark your dictation:

There are 20 points for the dictation. (N.B. Punctuation, e.g. capitals, commas, full stops, are not marked.)

Example:

6	
	6. but because it is not implemented properly,

You must spell all these words correctly to get ONE POINT.

It is not important if you get these words wrong.

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Task Two: The story of a shoe factory

Question	Your Answer			
	A	B	C	D
Example	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	A	B	C	D

Question	Your Answer			
	A	B	C	D
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	A	B	C	D

Task Three: Flatrate tax in Britain? No, thank you.

11	16
it	that
12	17
been	is
13	18
from	to
14	19
between	the
15	20
about	for