ENGLISH FOR BUSINESS COMPUTING – BEING A STUDENT PRACTICE TEST (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

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How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

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Questions

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1. Define 'ROI' and give a simple formula.

A. Revenue on Investment; ROI = revenue / cost.

B. Return on Income; ROI = net benefit / cost.

C. Return on Investment; ROI = (net benefit − cost) / cost × 100%.

D. Ratio of Input; ROI = cost / net benefit.

2. What is the German translation for 'to interrupt/ give up one's studies'?

A. sein Studium unterbrechen/ abbrechen

B. sich weiterbilden

C. Studienjahr

D. Semester

3. Which English term best describes money charged by colleges for attending classes?

A. Tuition

B. Tuition fees

C. Grant

D. Scholarship

4. Which English term matches the German 'Wirtschaftskommunikation'?

A. Betriebswirtschaftslehre

B. Wirtschaftskommunikation

C. Business Administration/ Management

D. Studienprogramm, Lehrprogramm

5. Which phrase translates to 'in einer WG leben' in the given mappings?

A. to share a flat with sb.

B. to live in a shared flat

C. to rent a flat with sb.

D. to own a flat

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6. In business writing, what is the purpose of a cover letter in applying for a student internship?

A. To introduce yourself, explain why you are a good fit, highlight relevant skills, and request an interview.

B. To list all qualifications.

C. To explain compensation expectations.

D. To discuss which courses you took.

7. Which English phrase best translates 'to share a flat with sb'?

A. to live in a shared flat

B. to rent a flat with sb

C. to share a flat with sb.

D. to own a flat

8. In formal documents, what is the primary use of bold text?

A. Emphasize foreign words

B. Highlight headings and key terms

C. Indicate citations

D. Denote footnotes

9. Which term is the English equivalent of the German 'Hochschule/ Universität'?

A. Grammar School

B. Gesamtschule

C. Berufsschule

D. College/ University

10. Which English phrase best matches 'studieren (meist konkret)'?

A. to study what / how / where

B. to study (in general as an activity)

C. to be a student; to go to university; to take / attend courses

D. to take up studies

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Answers

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1. C
2. A
3. B
4. C
5. A
6. A
7. C
8. B
9. D
10. A

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Explanations

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1. Define 'ROI' and give a simple formula.

A. Revenue on Investment; ROI = revenue / cost.

B. Return on Income; ROI = net benefit / cost.

C. Return on Investment; ROI = (net benefit – cost) / cost × 100%.

D. Ratio of Input; ROI = cost / net benefit.

ROI (Return on Investment) shows how profitable an investment is by comparing the gain you get to the amount you spent. The standard formula is ROI = (net benefit – cost) / cost × 100%, where net benefit is the total gain from the investment after subtracting the cost. For example, if you invest 1,000 and earn a total of 1,200, the net benefit is 200, so ROI = 200 / 1,000 × 100% = 20%. This framing highlights the percentage return per unit of money invested, not just revenue or other measures.

2. What is the German translation for 'to interrupt/ give up one's studies'?

A. sein Studium unterbrechen/ abbrechen

B. sich weiterbilden

C. Studienjahr

D. Semester

To express stopping or pausing studies in German, you use the verb phrase sein Studium unterbrechen for a temporary pause, and sein Studium abbrechen if you quit altogether. This combination matches the English sense of "to interrupt/ give up one's studies." The possessive sein with Studium is natural in German for "one's studies," and pairing unterbrechen with abbrechen covers both possibilities—pause and quit. The other options don't fit because they refer to different ideas: sich weiterbilden means to pursue further education (continuing education), Studienjahr denotes an academic year, and Semester is a term for a part of the academic year. None of these express stopping or interrupting studies.

3. Which English term best describes money charged by colleges for attending classes?

A. Tuition

B. Tuition fees

C. Grant

D. Scholarship

The charges for instruction are best described as tuition fees. Tuition yes refers to the cost of the teaching itself, but when you talk about the amount a student must pay to attend classes, the standard expression is the phrase "tuition fees." It signals the billed charges for receiving instruction at the college. Grants and scholarships, by contrast, are forms of financial aid that reduce or cover costs, not the charges themselves, so they don't describe what colleges bill. Using the plural "fees" also aligns with common billing language, where multiple fees can appear on an invoice in addition to the base tuition.

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4. Which English term matches the German 'Wirtschaftskommunikation'?

A. Betriebswirtschaftslehre

B. Wirtschaftskommunikation

C. Business Administration/ Management

D. Studienprogramm, Lehrprogramm

Wirtschaftskommunikation describes how business organizations communicate and operate within an economic context, tying together management, operations, and corporate messaging. The English term that best fits this broad business-focused field among the options is Business Administration/ Management, because it is a standard label for the study and practice of running organizations, including planning, organizing, leading, and coordinating communication and resources. The other choices don't fit as well: Betriebswirtschaftslehre is the German name for the field translated into English, but it isn't an English term itself; Studienprogramm, Lehrprogramm refers to a study or curriculum, not a field of study; and Wirtschaftskommunikation is the German term, not English.

5. Which phrase translates to 'in einer WG leben' in the given mappings?

A. to share a flat with sb.

B. to live in a shared flat

C. to rent a flat with sb.

D. to own a flat

WG means Wohngemeinschaft, a living arrangement where several people share the same flat. So "in einer WG leben" expresses living in a flat together with others. The best translation is "to share a flat with someone" because it directly conveys that you are sharing the living space with another person, which is the defining idea of a WG. The other options describe renting together or owning the flat, which are different situations and don't capture the shared living aspect as clearly.

6. In business writing, what is the purpose of a cover letter in applying for a student internship?

A. To introduce yourself, explain why you are a good fit, highlight relevant skills, and request an interview.

B. To list all qualifications.

C. To explain compensation expectations.

D. To discuss which courses you took.

Think of a cover letter as a bridge between your resume and the internship posting. Its purpose is to introduce who you are, explain why you're applying, and show why you're a good fit. You should highlight a couple of relevant skills or experiences and connect them to what the internship needs, so the reader sees potential value. End with a clear request for the next step, such as an interview, to make it easy for the employer to move you forward. This blend of introduction, fit, skill emphasis, and a concrete interview request is what makes a cover letter the right tool for student internship applications. The other ideas—listing every qualification, detailing compensation expectations, or listing coursework in depth—tend to clutter the letter or belong in other documents, not in the main purpose of a cover letter.

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7. Which English phrase best translates 'to share a flat with sb'?

A. to live in a shared flat

B. to rent a flat with sb

C. to share a flat with sb.

D. to own a flat

This tests how to express living with someone in the same home. When you say "to share a flat with someone," you mean you and that person live together in one flat and usually split the space, rent, and responsibilities. The phrase with the exact verbs and structure matches that meaning most closely, making it the best choice. The other options describe related ideas but not the same sense: "live in a shared flat" describes the situation but not the action of sharing with a specific person; "rent a flat with sb" emphasizes the rental arrangement rather than the living together; and "own a flat" is about ownership, not sharing the living space.

8. In formal documents, what is the primary use of bold text?

A. Emphasize foreign words

B. Highlight headings and key terms

C. Indicate citations

D. Denote footnotes

Bold text in formal documents is used to create a visual hierarchy by highlighting headings and key terms. This makes the document easier to skim, helping readers quickly find sections and spot important concepts or definitions. It isn't typically used for foreign words (which are usually italicized), nor for indicating citations or footnotes (citations appear in parentheses or brackets, and footnotes use superscripts with the note at the bottom). So the main purpose is to guide the reader through the structure and emphasize important terms.

9. Which term is the English equivalent of the German 'Hochschule/ Universität'?

A. Grammar School

B. Gesamtschule

C. Berufsschule

D. College/ University

Understanding how German higher-education terms map to English is about recognizing the level of study involved. Hochschule and Universität refer to institutions that provide higher education and degree programs, not just secondary schooling or vocational training. The best English match for both is College/ University, since these terms denote institutions where students pursue undergraduate or graduate degrees and advance to more specialized study. The other options describe secondary or vocational education rather than higher education at universities or colleges. Grammar School and Gesamtschule refer to different types of secondary schools, while Berufsschule denotes vocational training typically linked to apprenticeships.

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10. Which English phrase best matches 'studieren (meist konkret)'?

A. to study what / how / where

B. to study (in general as an activity)

C. to be a student; to go to university; to take / attend courses

D. to take up studies

This item checks how you express studying a field or subject in a concrete way. The best match is "to study what / how / where" because it captures specifying the subject you're studying (what), the method or approach (how), or the place of study (where). For example, "I study physics" uses what you study; "I want to study how to design software" uses how you study; and "I want to study in Germany" uses where you study. The other options shift away from the concrete focus. Saying you study in general as an activity is too broad, being a student or attending university describes your status rather than the act of studying a specific subject, and "to take up studies" isn't a natural way to express the idea in English.

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Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

https://engforbuscomputingbeingastudent.examzify.com

We wish you the very best on your exam journey. You've got this!

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